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BUILDING INSPECTION SERVICES

Charleston County Construction Board of Adjustment and Appeals

Instructions for Filing Variances, Adjustments or Appeals

All applications for Appeals, Variances and Special Exceptions that are to be considered by the Board must be completed and filed at the administrative office (letterhead address above) no less than six weeks prior to the next regularly scheduled Board meeting. The Board meets quarterly (January, April, July & October) on the second Thursday of the month at 4:00 pm and all meetings are open to the public.

- When application is submitted, you may also submit any supporting documents you wish for the staff and the Board to consider for your variance, adjustment or appeal. There is also a \$100 application fee. Application fees for appeals successfully granted by the Construction Board of Adjustment & Appeals shall be reimbursed to the applicant.
- You will receive notification of receipt of your application, as well as the hearing date your case is scheduled to be presented to the Board.
- Supporting or opposing documentation pertaining to the application must be received by the administrative office secretary at least five (5) working days prior to the public hearing.
- The Board may call additional witnesses. The Board has authority to subpoena witnesses.
- The hearings of the Board shall be conducted in accordance with Robert's Rules of Order and all applicable laws. Applications for consideration shall be presented to the Board in the following manner:
 - a. Presentation of Application by Staff (limited to fifteen {15} minutes);
 - b. Questions to Staff by the Board;
 - c. Presentation of Application by Applicant (limited to fifteen {15} minutes);
 - d. Questions to the Applicant by the Board;
 - e. Presentation of information either in support of or in opposition to the Application (limited to five {5} minutes per person);
 - f. Applicant's Reply to Opposition (limited to five {5} minutes); and
 - g. The Board Motions to Close the Case to the Public
 - h. The Board Motions Concerning Application, of fact and conclusions of law.