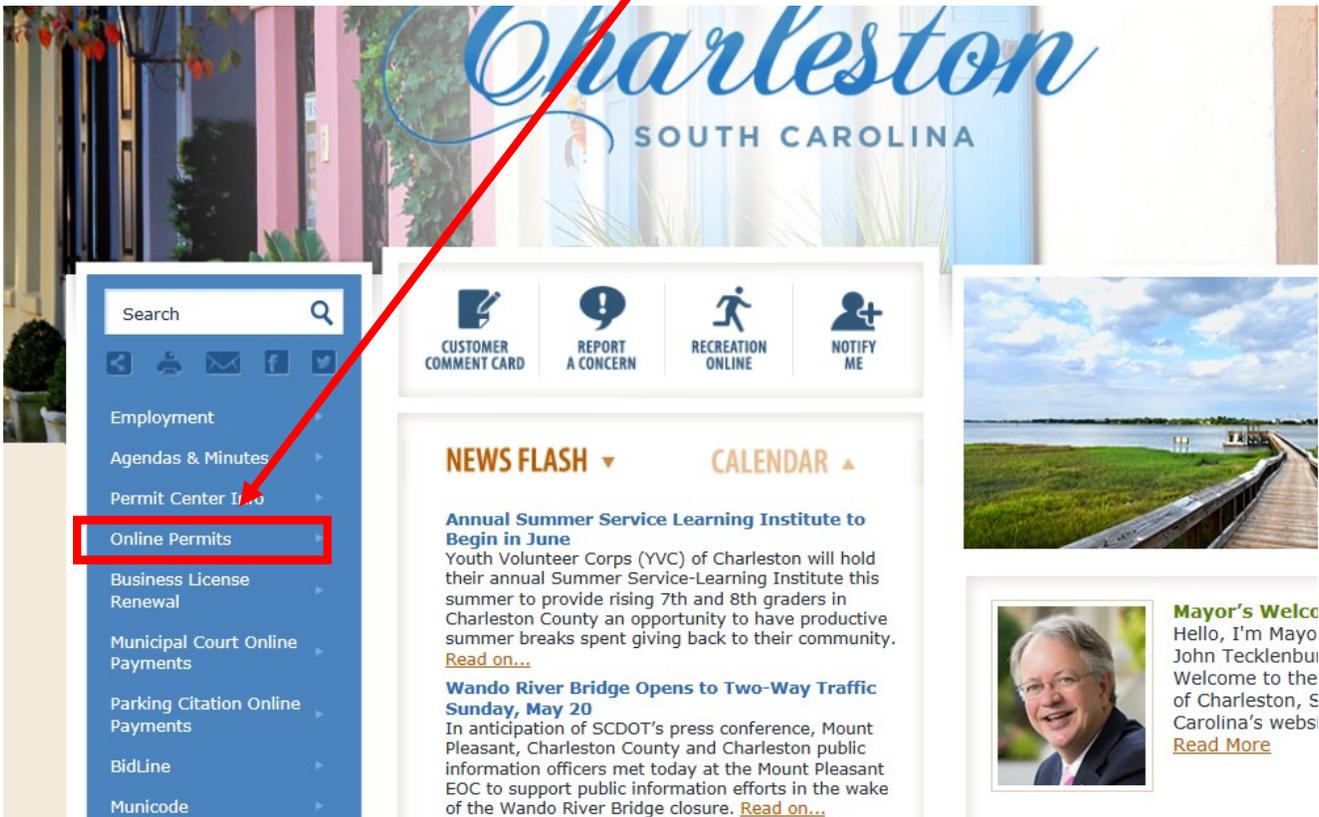


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# How to Find Available Associated Permit Documents Online

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1. Go to the City of Charleston's homepage:  
[www.charleston-sc.gov](http://www.charleston-sc.gov)
2. Select online permits from the side bar

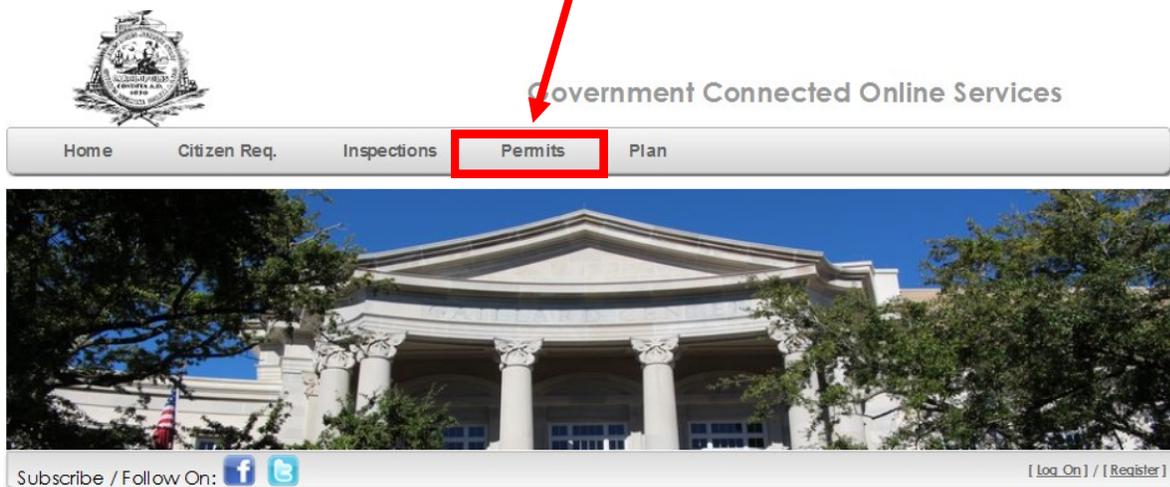


.....

This will take you to the Customer Access Portal (CAP). You do not need to be registered to search for permit case associated documents

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3. Hover over permits in the menu bar and select "search permits"



**Announcements**

- All Business Licenses expire annually on December 31. Licenses may be renewed online starting Jan 1 or in person starting Jan 2
- Register now for Permits, Plans, and Inspections access!

**Welcome to Charleston's Online Customer Access Portal**

The City of Charleston's Customer Access Portal (CAP) enables citizens to submit, pay, and track applications, permits, business licenses, inspections, and code violation complaints online. Beginning August 14, 2017 all City Departments involved with permitting and land development will be switching from BluePrince to [EnerGov](#) software! In general, project/permits which were initiated in BluePrince will remain in BluePrince until they are complete; new projects/permits will be created in EnerGov.

**Use our online portal to:**

- Register for your online account. Please note that in addition to the form linked from the "Register" button in the upper-right of this screen, all Business Owners must complete the [CAP ONLINE ACCOUNT AUTHORIZATION FORM](#) online at the City's website.

*IMPORTANT: Online accounts require approval for use; this process usually occurs within 3-5 business days; however, additional time may be required for cases where there may be questions about some aspect of the account or business. Please do not attempt to login or reset your password until you receive a separate email indicating that your account is approved and ready for use.*

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You will arrive at a search page, here you can use the project address, permit (case) number or search by 'Type' and select a specific type of permit.

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Subscribe / Follow On:   [ Log On ] / [ Regi

### Permit Search

**Address Fields**

Street Number	<input type="text" value="2740"/>	Suite/Unit	<input type="text"/>
Pre Direction	<input type="text" value="-Prefix-"/>	State	<input type="text"/>
Street Name	<input type="text" value="Conservancy"/>	Zip Code	<input type="text"/>
Street Type	<input type="text" value="-Type-"/>	County	<input type="text"/>
Post Direction	<input type="text" value="-Postfix-"/>		

**Permit Fields**

Permit Number	<input type="text"/>	Project Name	<input type="text"/>
Type	<input type="text" value="- Permit Type -"/>	Issued Date	<input type="text"/>
Work Class	<input type="text" value="- Work Class -"/>	Expiration Date	<input type="text"/>
Status	<input type="text" value="- Status -"/>	Final Date	<input type="text"/>

**Hint**  Pay attention to each specific field to ensure accurate search results.

**Note**  you can the search

4. Enter criteria and click "search"

Select the permit number to view permit case

### Search Results

Permit Number	Address	Type	Work Class	Status	Issued Date	Expiration Date	Finalized Date	Project Name
<a href="#">BOAA2018-00001</a>	554 RUTLEDGE AVE Charleston, SC 29403	Board of Appeals - Building Codes	Board of Appeals	Comple...			09/18/2018	
<a href="#">BOAA2018-00002</a>		Board of Appeals - Building Codes	Board of Appeals	Comple...			09/28/2018	
<a href="#">BOAA2018-00003</a>	297 SEVEN FARMS DR Charleston, SC 29492	Board of Appeals - Building Codes	Board of Appeals	Comple...			10/03/2018	
<a href="#">BOAA2018-00004</a>		Board of Appeals - Building Codes	Board of Appeals	Comple...			10/09/2018	
<a href="#">BOAA2018-00005</a>		Board of Appeals - Building	Board of Appeals	Denied				

Displaying items 1 - 6 of 6

5. Click on the Permit (Case) Number (highlighted in blue)

.....

The link will bring you to the permit (case) file

.....

Permit Number: BOAA2018-00002



**Permit Details**

Type: Board of Appeals - Building Codes	IVR Number: 130829	Application Date: 8/31/2018
Work Class: Board of Appeals	Project Name:	Issued Date: None
Status: Completed	District: Daniel Island	Expiration Date: None
Description: River Landing V... 	Square Feet: 0.00	Final Date: 9/28/2018
	Valuation: 0.0000	

**Primary Address Details**

Parcel :

**Contact Details**

Type	Company	First Name	Last Name	Title
Applicant		Jarret	Hudson	

Displaying items 1 - 1 of 1

**Existing Inspections**

Type	Status	Request Date	Scheduled Date	Inspector
No records to display.				

**Remaining Inspections**

Type	Status	Date	Reinspection
No records to display.			

6. Select  to view the full case descriptions

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The link will bring you to the permit (case) file; scroll down the page until you see the box labeled “Attachment Details”

.....

The screenshot displays four data tables in a web application interface:

- Existing SubPlans:** A table with columns Plan Number, Type, WorkClass, and Status. It contains the text "No records to display."
- Remaining SubPlans:** A table with columns Type and WorkClass. It contains the text "No records to display."
- Attachment Details:** A table with a File Name column and a View column. It lists three PDF files: "BOABC 2015 SCBC Sec 1006.pdf", "River Landing Dr BOA.pdf", and "BOAA - River Landing Village Phase 1 Final Approval.pdf". Each file has a "View" link in the right column. A red arrow points from one of these "View" links to a red-bordered box at the bottom of the page.
- Submittals:** A table with columns Submittal Type, Status, Version, Received Date, File Date, and Completed Date. It contains the text "No records to display."

6. Select “view” to see and/or download available documents