



LNE Operational Permit Checklist:

- ☐ 1. **Customer Self Service (CSS) Account**
 - a. The LNE permit is available through the city's CSS Portal. If you do not have a CSS account, you will need to create one which can take up to 3 days to process. Visit www.charleston-sc.gov/CSS to apply and access the permit.
 - i. **Questions?** Contact Andrea Rice, BFR, ricea@charleston-sc.gov or (843) 720-3883.
- ☐ 2. Submit a **LNE Operational Permit Application through CSS**. Applicants will need to provide the following information:
 - a. Contact information for property owners, business owners, management staff, and other emergency contacts.
- ☐ 3. **Security & Management Plan**: A plan describing days and hours of operation, crowd management, and ratio of security personnel to occupants.
 - a. Regular events (ex. *ladies' night*) and live music
 - b. Amplified music format and plans for noise abatement
 - c. **Questions?** Contact Lt. Taylor, CPD, taylorc@charleston-sc.gov or (843) 579-6440
- ☐ 4. **Preventing Underage Drinking Plan**: Implement a plan by 10:00pm to ensure that appropriate ID checks are conducted to verify patrons are 21 years of age or older.
 - a. **Questions?** Contact Lt. Taylor, CPD, taylorc@charleston-sc.gov or (843) 579-6440
- ☐ 5. **Fire Safety & Emergency Action (FSEA) Plan**: Establishments may create their own Fire Safety and Emergency Action plans, or they may utilize the guide, template, and training resources offered by the Charleston Fire Marshal's Division.
 - a. **Questions?** Contact Rick Fluegge, Fire Marshal Division, fluegger@charleston-sc.gov or 843-724-5893
- ☐ 6. **Site Plan** (For instructions on how to draw a site plan, go [here](#).)
- ☐ 7. **Floor Plan**
- ☐ 8. **Business License Certificate of Occupancy (BLCO)**
 - a. Your BLCO is required to complete the LNE application. If you need a copy of your BLCO please visit the Permit Center or contact (843) 724-3711.

This checklist provides the required steps to apply for the LNE Operational Permit. Please note some additional steps or information may be required if you are a new business.

For more information visit www.charleston-sc.gov/LNEpermit