



## City of Charleston

### Certificate of Construction Completion (CCC) Request Form

*Note - The City does not issue temporary certificates for residential one and two family dwelling unit projects*

View permit and inspection status – [charleston-sc.gov/CSS](http://charleston-sc.gov/CSS) (account log in not required)

Please send requests - [permits@charleston-sc.gov](mailto:permits@charleston-sc.gov)

To obtain a certificate for permitted and completed construction, it shall be the duty of the permit holder to verify the following approvals, as applicable for the project, are complete prior requesting the certificate.

**Please allow three (3) business days to process**

Date of Request \_\_\_\_\_ Permit Number \_\_\_\_\_

Project Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Requestor \_\_\_\_\_ Telephone No. \_\_\_\_\_

Requestor's Email \_\_\_\_\_

Is this for a Temporary CCC? ☐ Yes ☐ No (If yes, you will need to reapply after all final requirements are met)



[Residential Single, Duplex & Townhouse Dwelling Projects Checklist](#)



[Commercial & Multi-Dwelling Unit Projects Checklist](#)



For more information: Visit our [Certificate of Construction Completion website](#)

COMMENTS \_\_\_\_\_

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