CITY OF CHARLESTON
POST ISSUANCE PERMIT PROCESS

A quick guide for post issuance process. Customer tasks are on the left. City staff tasks are on the right.

1

Sub permit application (if applicable)

Before doing any work or calling any trade inspections, apply for necessary subs via CSS or permits@charleston-sc.gov.

2

Process sub application

Staff will review the submitted application. If it is complete the sub-permit will be released for issuance. If it is not complete, an email will be sent requesting additional information.

3

Calling Inspections

When ready, call in necessary inspections through CSS or inspections@charleston-sc.gov.

4

Performing Inspections

City inspectors will come on site to complete the necessary inspections. If passed, they will input the status on CSS. If failed, they will provide comments through CSS.

5

Re-call Inspections (if necessary)

Once all inspection comments have been addressed, re-call necessary inspections through CSS.

6

Submit for Certificate of Construction Completion (CCC)

When all necessary sub permits are pulled, inspections have passed, and all other requirements have been met, the permit holder will submit for a Certificate of Construction Completion (CCC).

7

Process CCC

Staff will ensure permit completeness. If complete, CCC will be issued to the permit holder. If incomplete, an email will be sent detailing requirements and the customer will reapply.