

CITY OF CHARLESTON PROCESS TO OPENING A NEW BUSINESS

A quick guide for the process to

open a new

business in the

City. **Customer**

tasks are on the

left. **City staff tasks**

are on the right.

Process BL

Staff will process the BL request.

If the business is operating out of a physical space, the BL will be put on hold until the CO is issued.

Process CO

Staff will ensure submittal completeness. If it is

complete the application will be initiated for review.

If it is not complete, an email will be sent requesting additional information.

Review CO

Assigned reviewers will have 10 days to evaluate submitted materials.

If it meets all requirements, it will be approved.

If it does not meet all requirements, comments will be provided through CSS.

