

# Design Review Board (DRB) Board / Staff Submittals via CSS

Apply   **Home**   Apply   Today's Inspections   Map   Fee Estimator   Pay Invoices   Search    Calendar  0

## Welcome to Charleston Customer Self Service (CSS - TEST)



**CSS Registration**  
Registration is a two step process - requires up to 3 business days to complete.



**Login**  
Click this option to login to CSS.



**Apply**  
Click here to apply for a permit or plan.



**Pay Invoice**  
Click here to pay an invoice.



**Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



**Request Inspection**  
Click here to request an inspection on an existing record.



**How to Use and Navigate CSS**  
Click here to access user guides and FAQs.



**Freedom of Information Act Request (FOIA)**  
Click here to access FOIA

# 1. Click the “Apply” button (*see red rectangle below*)

Apply   Home   Apply   Today's Inspections   Map   Fee Estimator   Pay Invoices   Search    Calendar  0

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**Do not refresh/leave the page without saving a draft, or all progress will be lost!**

2. Click “Plan”.

3. Find “Design Review Board”, then click “Apply”.

**Application Assistant**

Search for application names and keywords

All Trending LICENSES PERMITS PLANS

[Show Categories](#)

**Board of Architectural Review**

Category Name: Plans

Description: Select this to apply to the BAR-Small or BAR-Large for BOARD reviews (Conceptual, Preliminary, and/or Final plan review). Please see the BAR-S and BAR-L schedule for deadlines and meetings dates ([www.charleston-sc.gov/bar](http://www.charleston-sc.gov/bar)). Incomplete submittals will not be placed on an agenda. Staff will contact the applicant to confirm the submittal's placement on the agenda.

**Design Review Board**

Category Name: Plans

Description: Select this to apply to Design Review Board reviews (Conceptual, Preliminary, and/or Final plan review). Please see the DRB schedule for deadlines and meetings dates ([www.charleston-sc.gov/dr](http://www.charleston-sc.gov/dr)). Incomplete submittals will not be placed on an agenda. Staff will contact the applicant to confirm the submittal's placement on the agenda.

**Plat Review Committee Application**

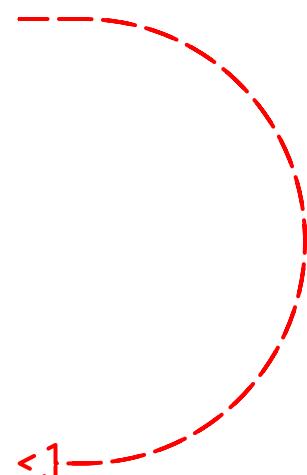
Category Name: Plans

Description: The Plat Review Committee provides a coordinated interdepartmental review to confirm that plats submitted for recordation comply with City standards. This process is no way

Apply

Apply

Apply



**Do not refresh/leave the page without saving a draft, or all progress will be lost!**

#### 4. Click the “+” symbol to add the project’s primary location.

- DO NOT submit multiple applications for multiple addresses / TMS numbers.
- Indicate the additional addresses / TMS numbers in the description (see step 8).

Apply for Plan - Design Review Board \*REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**

*Select "Add Location" to search by TMS# or Address. Additional TMS# or addresses will be added by staff during the review process.*

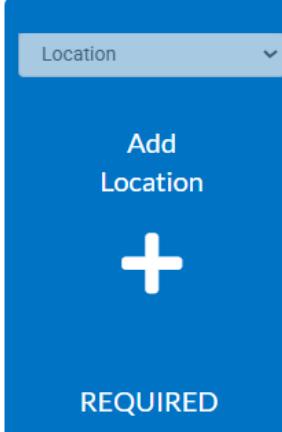
Location

Add Location

**+**

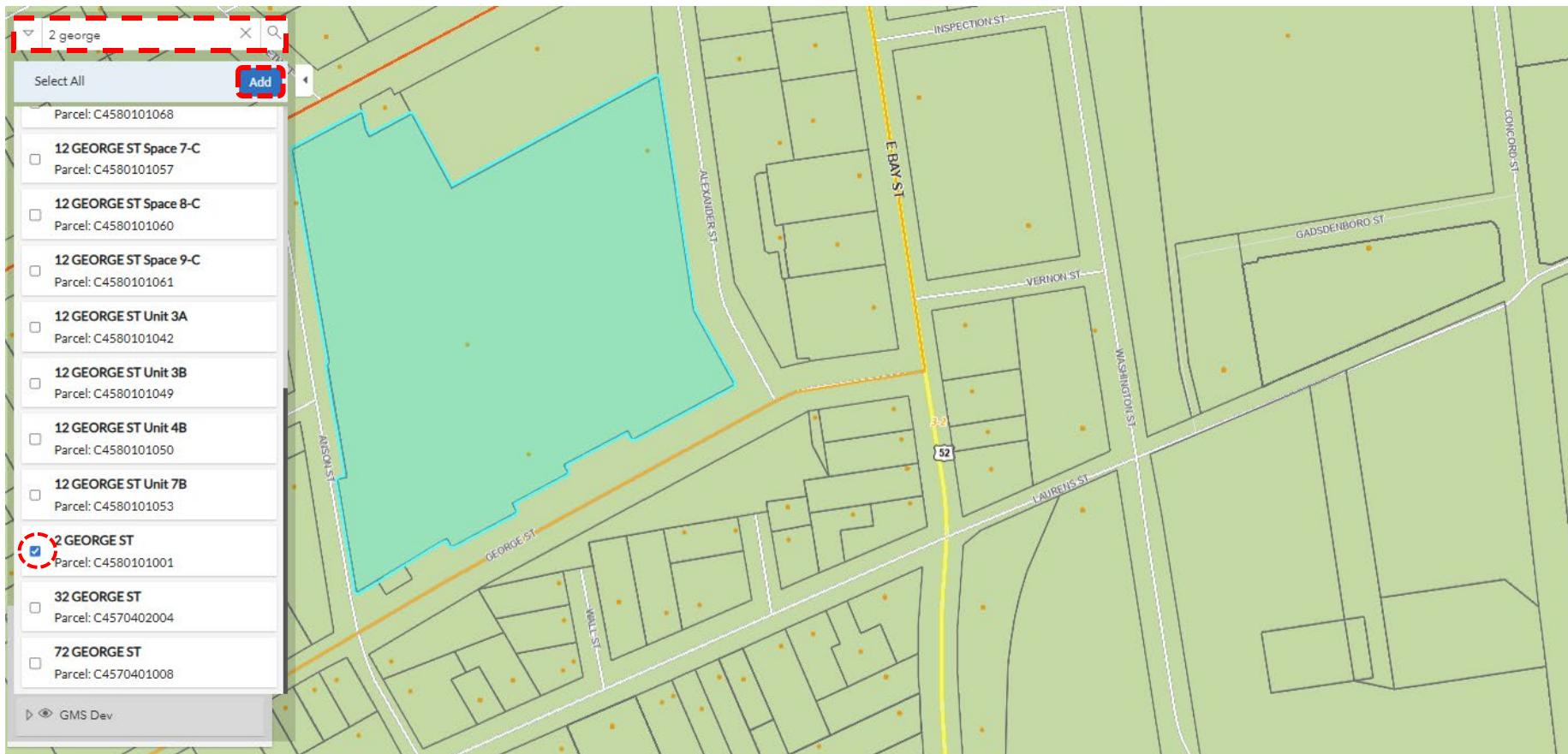
REQUIRED

**Create Template** **Save Draft** **Next**



5. Type the address/TMS number of the project in the search bar to the left, then click the box next to the address/TMS number, then click “Add”.

- Directional streets should be abbreviated: N, S, E, W
- For multiple street numbers, input each address separately (i.e., search 75 Calhoun, not 75 – 85 Calhoun)
- TMS numbers start with “C” for city of Charleston parcels (C4580101001), no hyphens or spaces -  
½ addresses must be typed as a fraction (2 ½ George, not 2.5 George)



6. The location will then be shown here. Then, click the “Next” button to fill out plan details.

Apply for Plan - Design Review Board \*REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**

*Select "Add Location" to search by TMS# or Address. Additional TMS# or addresses will be added by staff during the review process.*

Type: Location  
2 GEORGE ST

Main Address

Parcel Number  
C4580101001

Main Parcel

[Remove](#)

[Create Template](#) [Save Draft](#) [Next](#)

7. You are submitting for the Design Review Board.

8. Provide a detailed scope of work, including additional addresses/TMS numbers.

9. Input square footage of the entire project.

10. Cost of scope of work.

**Apply for Plan - Design Review Board** \*REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**PLAN DETAILS**

**Square Feet:** Note the total square footage of the project.

**Valuation:** Enter the total estimated construction cost, which includes all involved labor and materials, valued at the current retail market, plus overhead and profit (total contract price). Valuation is used to calculate review fees, please refer to the Planning Dept Fee Schedule. ([www.charleston-sc.gov/drdb](http://www.charleston-sc.gov/drdb))

**Note:** Fields with an asterisk(\*) are required.

\* Plan Type: Design Review Board

\* Description:

\* Square Feet:

\* Valuation:

Back Create Template Save Draft Next

# 11. If you do not have additional contacts to list, click “Next”.

Apply for Plan - Design Review Board \*REQUIRED

---

1. Locations ✓ 2. Type ✓ 3. Contacts 3 4. More Info 4 5. Attachments 5 6. Signature 6 7. Review and Submit 7

**CONTACTS**

*Select/add all contacts associated with the project such as: design professionals, property, owner(s), contractors, etc. The Applicant will be the billing contact.*

**Applicant**



(You)

Select Type

Add Contact

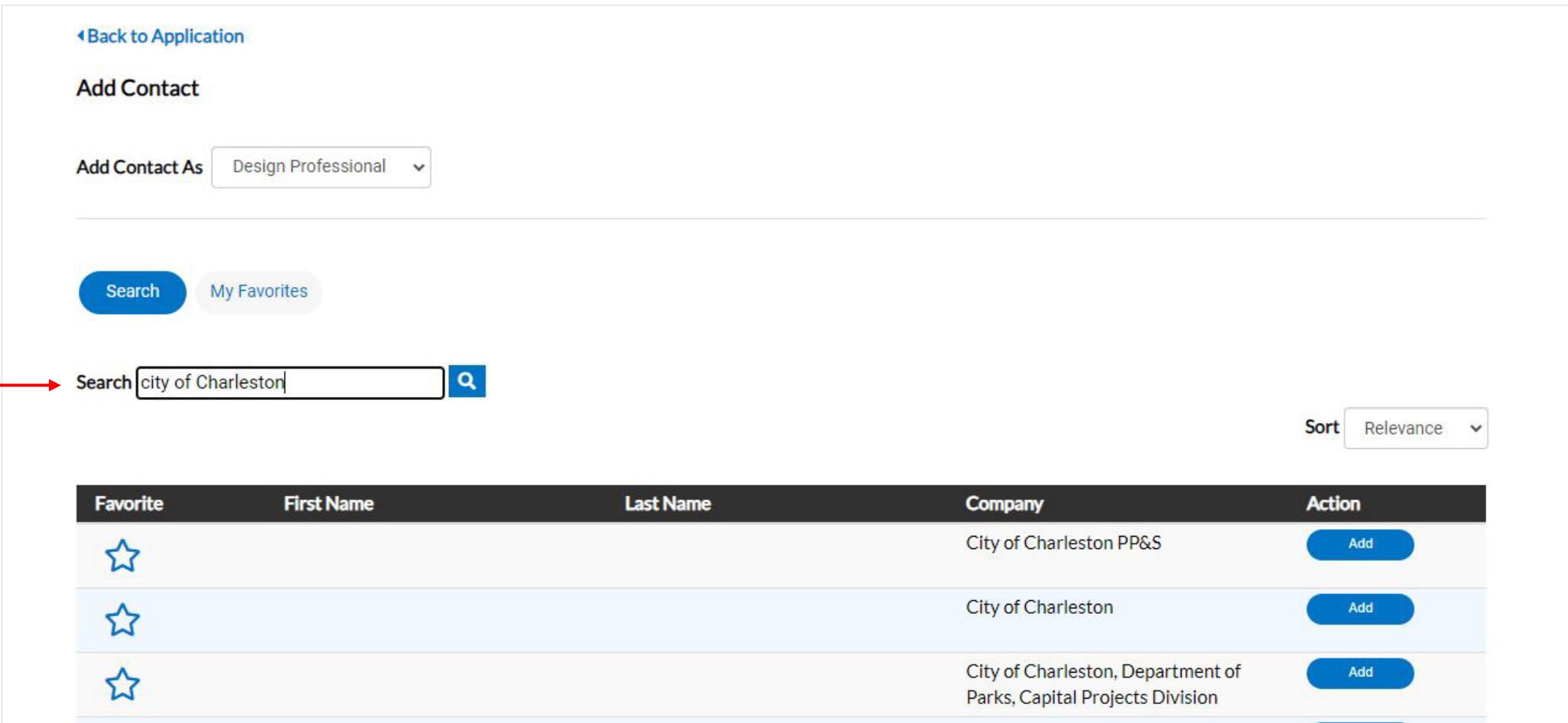


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## 12. Use the search function to add all additional contacts with a CSS account.

Search additional contacts here by name



◀ Back to Application

### Add Contact

Add Contact As: Design Professional

Search: My Favorites

Search: city of Charleston

Sort: Relevance

Favorite	First Name	Last Name	Company	Action
★			City of Charleston PP&S	Add
★			City of Charleston	Add
★			City of Charleston, Department of Parks, Capital Projects Division	Add

# Any contacts added will appear next to the primary contact.

Apply for Plan - Design Review Board \*REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**CONTACTS**

*Select/add all contacts associated with the project such as: design professionals, property, owner(s), contractors, etc. The Applicant will be the billing contact.*

**Applicant**



(You)

**Design Professional**



CITY OF CHARLESTON

City of Charleston

[Remove](#)

Select Type

Add Contact



---

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13. This can include additional information from the description, including additional addresses/TMS numbers.

14. If work has been completed without a DRB review, please check the “After-the-Fact Request” box.

15. Choose your applicable scope of work from the list below.

16. Please choose your requested meeting date from the “DRB Meeting Schedule” found on our website. Staff will notify you if the requested date is not available. If you select an incorrect day, Staff will place your item on the next available meeting date following that day.

Apply for Plan - Design Review Board \*REQUIRED

Locations ✓   Type ✓   Contacts ✓   More Info 4   Attachments 5   Signature 6   Review and Submit 7

**MORE INFO**

**Application**

**\*Please describe complete scope of work**

**After-the-Fact Request**

New Construction  
 Alterations/Additions  
 Repairs or Repaint (No Color Change)  
 Appeal of Staff Denial  
 Demolition Minor (Partial & Accy Bldgs)  
 Demolition Major (Whole Bldgs)  
 Signage/Awning  
 Masterplan  
 Hardscape

**Requested DRB Board Meeting Date**

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17. If you are requesting additional height, please select “yes” or “no”.

18. If you are unsure which review step to choose, projects should initially be submitted for “conceptual review” as this is the first phase in the DRB review process.

19. Before submitting, confirm with the Zoning Department that you do not require additional zoning approvals.

20. Fill out as applicable

DRB Additional Height

No

DRB Submittal Review Type

- Conceptual
- Preliminary
- Final
- Demolition
- Mock-up Panel Drawings
- Sample Panel/Mock-up Panel
- Extension of Vested Rights

See DRB meeting schedule ([www.charleston-sc.gov/drб](http://www.charleston-sc.gov/drб))

Prior to DRB review, it is the responsibility of the applicant to obtain zoning approvals or confirm that zoning requirements are met. Failure to do so will result in deferral from the DRB agenda.

Zoning Approval

No

If so, who reviewed the plan and when?

Reporting

Date of Construction

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Neighborhood

Back

Create Template

Save Draft

Next

12. Attach the three required files as one (1) combined PDF, not three.  
Staff will verify complete submittals.

Submittals that do  
not include ALL  
required files will  
not be accepted

Apply for Plan - Design Review Board \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 5 Signature 6 Review and Submit 7

**Attachments**  
*Please upload all applicable files for review.*

All required documents must be uploaded (format: pdf or jpeg) and must utilize filename nomenclature. If all documents are not provided, the application will be considered incomplete and will not be reviewed or placed on a DRB agenda. The DRB application and detailed submittal requirements can be found at [www.charleston-sc.gov/drbs](http://www.charleston-sc.gov/drbs). Filename nomenclature should be streetnamestreet#.reviewtype.document.date (ex. Rutledge100.Conceptual.application.02.23.2024)

**Required:**

- \*Signed and completed application (pdf)  
-filename ex: Rutledge100.Preliminary.application.02.23.2024
- \*Signed and completed submittal checklist (pdf)  
-filename ex: Rutledge100.Preliminary.checklist.02.23.2024
- \*Submittal Package (COMPRESSED pdf)  
-filename ex: Rutledge100.Preliminary.submittal.02.23.2024
  - Presentation for Board Meeting
  - Plan drawings
  - Photos

**OPTIONAL:**  
Additional documents relevant to review (ex. BZA approval, letters of support, etc.)

 Design Review Board  
TESTGeorge2Conceptual.pa...  
Size: 125.38 KB  
[Remove](#)

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# Please read carefully before signing, as you are submitting a legal document!

Locations  Type  Contacts  More Info  Attachments  Signature  Review and Submit 

**SIGNATURE**

I hereby acknowledge by my signature below that this application and submittal are complete and accurate. My signature also confirms that I represent all legal owner(s) of the subject property. I understand that additional information or clarification may be requested during the review process prior to approval. I authorize the subject property to be inspected and posted, and the application to be heard by the Design Review Board (DRB). I understand that applications with incomplete submittals or unpaid invoices will not be placed on a DRB agenda.

With this submittal, I hereby acknowledge the following:

- The application and submittal are COMPLETE AND ACCURATE.
- Incomplete applications or submittals will NOT be placed on a DRB agenda.
- I will be invoiced for the application submittal. I must pay invoice via CSS or in the Permit Center at 2 George St within 2 business days of receiving it. Application submittals with unpaid invoices will NOT be placed on a DRB agenda.
- Staff will notify applicants regarding the status of a submittal being placed on a DRB agenda. Submittal of this application does not guarantee agenda placement.
- I can check the status of this application via Customer Self Service (CSS) at [www.charleston-sc.gov/css](http://www.charleston-sc.gov/css).
- Automated emails regarding the status of this application may be generated via this online application portal and sent to the applicant. I may need to check Junk/Spam email folders for this information.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

 Draw Signature Here

*Verify all project information is correct.*

Apply for Plan - Design Review Board \*REQUIRED

7

Locations      Type      Contacts      More Info      Attachments      Signature      Review and Submit

**Submit**

---

**Locations**

Location	2 GEORGE ST
Parcel Number	C4580101001

---

**Basic Info**

Type	Design Review Board
Description	Project Scope
Square Feet	10000
Valuation	1000000
Applied Date	01/16/2026

---

**Contacts**

Applicant	
Design Professional	City of Charleston

**Verify *all* project information is correct.**

Application

Please describe complete scope of work

Project Scope

After-the-Fact Request

New Construction  
 Alterations/Additions  
 Repairs or Repaint (No Color Change)  
 Appeal of Staff Denial  
 Demolition Minor (Partial & Accy Bldgs)  
 Demolition Major (Whole Bldgs)  
 Signage/Awning  
 Masterplan  
 Hardscape

Requested DRB Board Meeting Date 01/15/2026

DRB Additional Height No

DRB Submittal Review Type  Conceptual  
 Preliminary  
 Final  
 Demolition  
 Mock-up Panel Drawings  
 Sample Panel/Mock-up Panel  
 Extension of Vested Rights

See DRB meeting schedule ([www.charleston-sc.gov/drbschedule](http://www.charleston-sc.gov/drbschedule))

Prior to DRB review, it is the responsibility of the applicant to obtain zoning approvals or confirm that zoning requirements are met. Failure to do so will result in deferral from the DRB agenda.

Zoning Approval Yes

If so, who reviewed the plan and when?

---

Reporting

Date of Construction 01/05/2026

Neighborhood Off-Peninsula

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Confirm you have added all necessary documents before submitting.

You will not be able to see these attachments once you submit.

**You will not be able to make changes or add additional documents after you submit**

Attachments	
Design Review Board	TESTGeorge2Conceptual.package.01.05.2026_v1.pdf
<a href="#">Back</a>	<a href="#">Create Template</a>
	<a href="#">Save Draft</a> <a href="#">Submit</a>

# DRB Staff has been notified of your submittal

 **Your application was successfully submitted!**

Your application has been submitted successfully! We are currently reviewing your application for completeness and will notify you if additional information is needed. Please email [drb@charleston-sc.gov](mailto:drb@charleston-sc.gov) or call 843-724-3765 if you have general questions.

[Continue to plan](#)

**You can no longer make changes or add additional documents at this time!**

Invoices will be created and sent once Staff has an opportunity to verify the submittal is complete.

Confirmation of submittal does *not* constitute inclusion on any agenda.

Plan Number: DRB2026-000301 Add to Cart

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Design Review Board	Status:	Applied Online	Project Name:
IVR Number:	311908	Applied Date:	01/20/2026	Expiration Date:
District:	None	Completion Date:		
Square Feet:	10,000.00	Valuation:	\$1,000,000.00	
Description:	Project Scope			

Summary Locations Fees Attachments Contacts Sub-Records More Info

**Progress**

0% Completed

● Completed  
● In Progress  
● Not Started

**Fees**

\$0.00

[View Details](#) [Add to Cart](#)

**Workflow**

- DRB Review - Conceptual
- DRB Review - Preliminary
- DRB Review - Final
- DRB Review - Demolition
- DRB Review - Sample Panel/Mock-Up Panel

**Available Actions**

Info No Actions