


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


[Apply](#) [Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) [Calendar](#)

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*)


The screenshot shows the Charleston Customer Self Service (CSS - TEST) website. The navigation bar at the top includes links for Apply, Home, Apply, Today's Inspections, Map, Fee Estimator, Pay Invoices, Search, and Calendar. The main heading is "Welcome to Charleston Customer Self Service (CSS - TEST)". Below the heading is a grid of eight service tiles. The "Apply" tile, which includes a clipboard icon and the text "Click here to apply for a permit or plan.", is highlighted with a red dashed rectangle. The other tiles are: CSS Registration (Registration is a two step process - requires up to 3 business days to complete.), Login (Click this option to login to CSS.), 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.), and Freedom of Information Act Request (FOIA) (Click here to access FOIA).

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


Welcome to Charleston Customer Self Service (CSS - TEST)




CSS Registration
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Click here to access user guides and FAQs.



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

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). Incomplete submittals will not be placed on an agenda. Staff will contact the applicant to confirm the submittal's placement on the agenda.

Apply




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/drbb). Incomplete submittals will not be placed on an agenda. Staff will contact the applicant to confirm the submittal's placement on the agenda.

Apply



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 in no way

Apply

A red dashed arrow originates from the 'PLANS' button in the top navigation bar and points to the 'Apply' button of the 'Design Review Board' category. The 'Apply' button is also highlighted with a red dashed border.

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

LocationsTypeContactsMore InfoAttachmentsSignatureReview 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

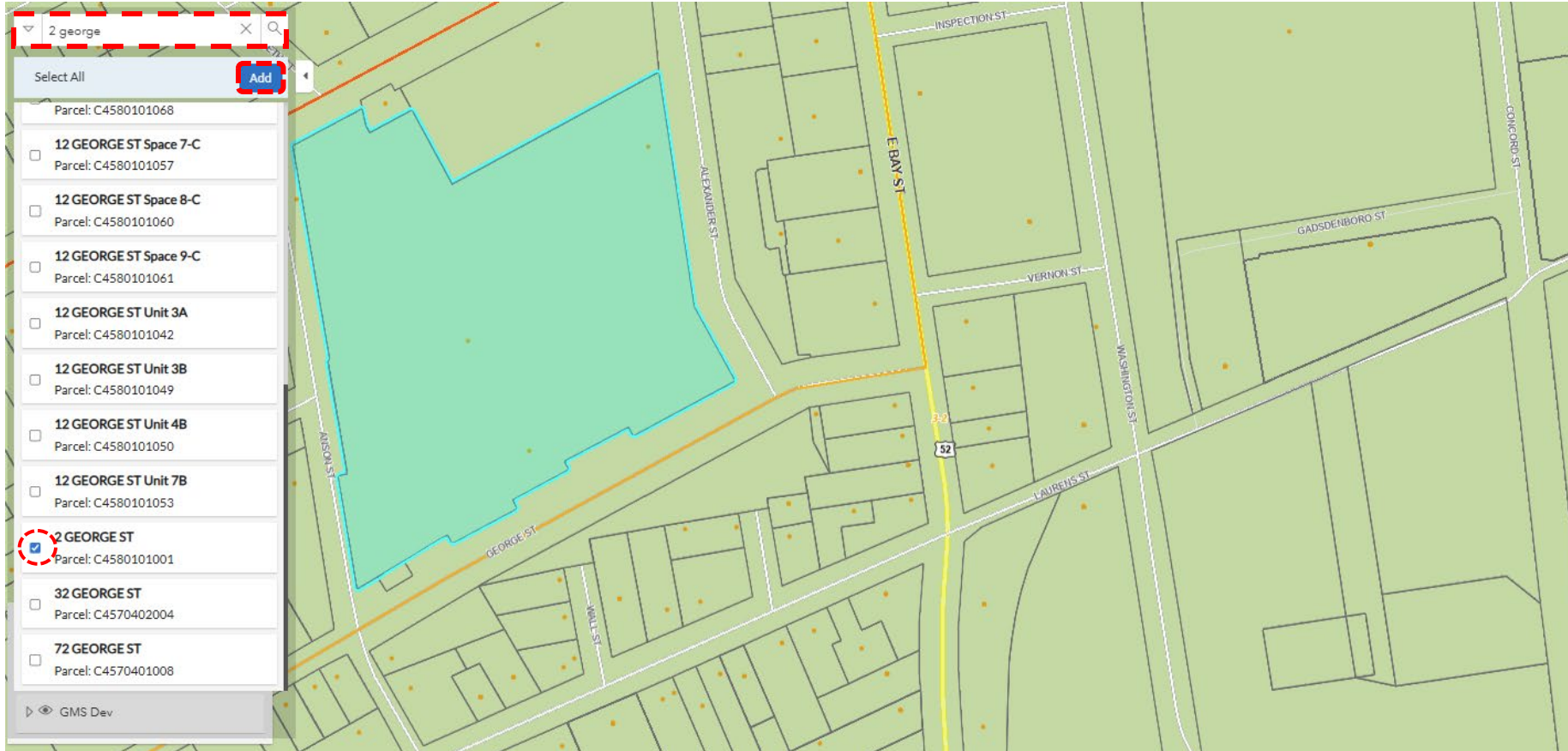
+

REQUIRED

Create Template

Save DraftNext

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

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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

1

2

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LocationsTypeContactsMore InfoAttachmentsSignatureReview 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/drb)

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

* Plan Type

Design Review Board

* Description

* Square Feet

* Valuation

Back

Create Template

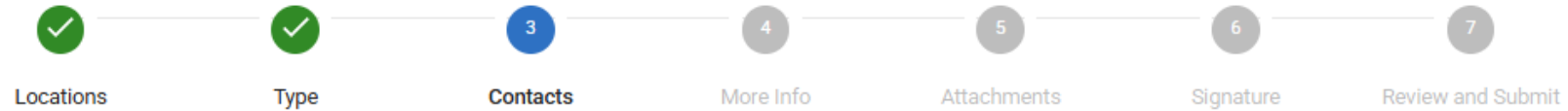
Save Draft

Next

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

Apply for Plan - Design Review Board


*REQUIRED



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

+

Back

Create Template

Save Draft

Next

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 

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



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

+

Back

Create Template

Save Draft

Next

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** Attachments Signature Review and Submit

MORE INFO

Application [Next Section](#) [Top](#) [Main Menu](#)

*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

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

The form is titled "DRB Submittal Review" and contains the following sections:

- DRB Additional Height:** A dropdown menu with "No" selected. A red arrow points from instruction 17 to this field.
- *DRB Submittal Review Type:** A list of checkboxes with the following options: Conceptual, Preliminary, Final, Demolition, Mock-up Panel Drawings, Sample Panel/Mock-up Panel, and Extension of Vested Rights. A red arrow points from instruction 18 to the "Conceptual" checkbox.
- See DRB meeting schedule (www.charleston-sc.gov/drb)**
- 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:** A dropdown menu. A red arrow points from instruction 19 to this field.
- If so, who reviewed the plan and when?** A text input field.
- Reporting:** A section header with a red arrow pointing from instruction 20 to the "Date of Construction" field.
- Date of Construction:** A text input field.
- Neighborhood:** A text input field.

At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". A navigation link "Previous Section | Top | Main Menu" is also present.

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

5

Attachments

6

Signature

7

Review and Submit

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/drb. Filename nomenclature should be streetnamestreet#.reviewtype.document.date (ec. 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

Back

Create Template

Save Draft

Next

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

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Signature

7

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.
- 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 ☐

X 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☐☐☐☐☐

Requested DRB Board Meeting Date

01/15/2026

DRB Additional Height

No

DRB Submittal Review Type

☒

Conceptual

☐

Preliminary☐☐☐☐☐

See DRB meeting schedule (www.charleston-sc.gov/drb)

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

Next Section | Top | Main Menu

Previous Section | Top | Main Menu

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

Back

Create Template

Save Draft

Submit

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 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

Workflow

☐ DRB Review - Conceptual

☐ DRB Review - Preliminary

☐ DRB Review - Final

☐ DRB Review - Demolition

☐ DRB Review - Sample Panel/Mock-Up Panel

Available Actions

No Actions

Fees

\$0.00

View Details

Add to Cart