

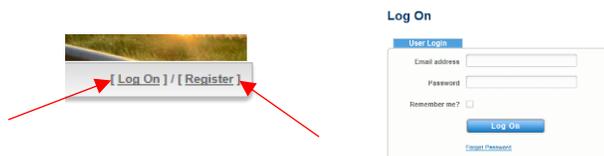
Charleston County Citizens Access Portal

How to Apply for a Permit

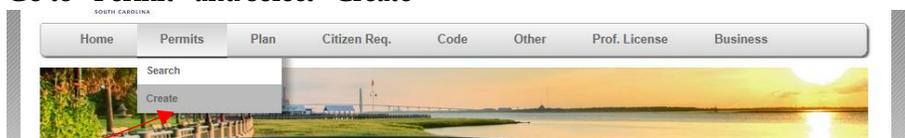
****NOTE: Internet Explorer 11 is the preferred browser****

Note: If plan review is required, the plans must be approved before a permit can be applied for. If there is any confusion, please contact the office at 843-202-6930.

1. Log on the Citizens Access Portal at:
https://egovweb.charlestoncounty.org/CitizenAccess_Prod/Site/Public/Main



2. Go to "Permit" and select "Create"



3. Enter information required in all areas in the Permit Fields; include scope of work and CONS number (if applicable) in the "Description" field. Also be sure to include amperage, fixture count, gas line count, and job amount in this box as well. There is no character count for this box. It is better to have too much information than not enough.

NOTE: For sub-permits, make sure to include the building permit number in the "Bldg Permit #" box.

4. Select an address associated with your account already or search for an address using the "New Search" button. Click "Select" next to the address you want to use. **Address type selected should always be "Location Address;" this must be selected and saved or all entered information will be lost.

Note: it is easiest to locate by entering only the street number and the street name. OR, you can manually enter an address if it is not showing up in the search.

5. Add a contact if none are entered OR you would like a different contact to be added to this plan set than what is registered with the account. If adding a contact, select "add contact" and enter all required information for the new contact.



6. Upload basic attachments: There is a 1mb maximum in this field. This is for small items such as a zoning permit, a RES check form, Scope of Work write up, IECC form, and other additional documents that are required to obtain a permit (such as the Window-Door Form, Duct Blast Letter, or the Solar Panel Letter, if applicable). Click "Select" and navigate to the documents that you want to upload. Click select again for each additional file that you want to upload.



7. When all information is entered, click "Submit".

NOTE: After you click submit, the office will check if licensing is up to date and generate the permit fee. Once the fee is paid (either online or in the office), the placard for work will be sent to you.

Citizen Access Portal

WILLIAM HORNE Permits

Change Filter

Permit Number	Type	Work Class	Status	ApplyDate	Issued
ZONE-03-18-03874	Zoning Permit	Bldg. - Single Family Residential and Accessory	Void	03/29/2018	03/29/2018
ZONE-03-18-03844	Zoning Permit	Bldg. - Single Family Residential and Accessory	Void	03/26/2018	03/26/2018
ELCR-06-17-02221	Electrical (R)	Additional Wiring	Void	06/23/2017	
BLDR-07-16-00909	Building (R)	Alteration	ACTIVE	07/19/2016	07/19/2016
BLDR-04-16-00140	Building (R)	Single Family Home	Finalized	04/03/2016	04/18/2016

Displaying items 1 - 6 of 6

Helpful Hint: You can check to see if your permit has been approved or disapproved from the Home tab in the "USER NAME" Permits box when you are logged in. You can also see if your permits are Active or Void in the Status Column.

Helpful Hint: If your permit is rejected, which can be also be found in the Status Column, click the permit number link and read the description box to see WHY the permit was rejected. Send an email to buildingservices@charlestoncounty.org with the Permit Number in the subject line to resolve the issue. DO NOT CREATE ANOTHER PERMIT.