Charleston County Citizens Access Portal
How to Pay an Invoice
**NOTE: Internet Explorer 11 is the preferred browser**

All invoices must be paid before action will take place. For example, you must pay your plan review fee before plan review will occur.

METHOD 1:
Go to https://egovweb.charlestoncounty.org/CitizenAccess_Prod/Site/Public/Main

1. Log in to your account.
2. Scroll down to the invoices section.
3. Click on an invoice number.
4. Click “Make Payment”.

Invoice Number: 01051486

5. Enter your payment information and click “Process Payment”.
**Note:** Only click “Process Payment” ONCE, or you may be charged more than once**
6. Print receipt. This is the only time you will be able to access this receipt and know the fees. Print this out now if you need it for your records.

METHOD 2:
1. Go to https://egovweb.charlestoncounty.org/CitizenAccess_Prod/Site/Public/Main
2. Log in to your account.
3. Find the “Permits,” “Plans,” or “Inspections” section.
4. Click on the permit number you would like to pay for.

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5. Scroll down to “Remaining Fees”.
6. Click “Pay Fee” for the fee you would like to pay.
7. Click “Make Payment”.

8. Enter your payment information and click “Process Payment”.

**NOTE: Only click “Process Payment” once, or you may be charged more than once**

7. Print receipt. This is the only time you will be able to access this receipt and know the fees. Print this out now if you need it for your records.
If there are any questions, please feel free to call the office at 843-202-6930.

**METHOD 3:**

1. Access invoices under the “Other” tab and click, invoices.

2. The rest of the process is identical to Method 1.