# How to Apply for Permit Guide

Charleston County's Citizen Access Portal is a web portal where you can apply and search for permits, request inspections, search plans, code cases, and licenses, as well as pay fees online (more online options will be added as they become available). You can access the CSS web portal from at https://egovweb.charlestoncounty.org/EnerGov_Prod/SelfService

Though any person may access public information in CSS, bona fide account holders, such as contractors, developers, and owners, will have expanded access in order to conduct business necessary to their trade or profession. By establishing an account and creating a login to the CSS, customers have access to tools which allow them to conduct financial transactions, apply for permits, access records and submit service requests of various types related to their project, all from a desktop computer or mobile device such as a tablet or Smartphone.

If you aren't already a registered CSS User, please see the "**How to Guide Tab**"

1. Login to the CSS as a registered user and go to **Apply** tab or click the **Apply** icon on home screen. Select Permits and the **All** option at the bottom of the column.
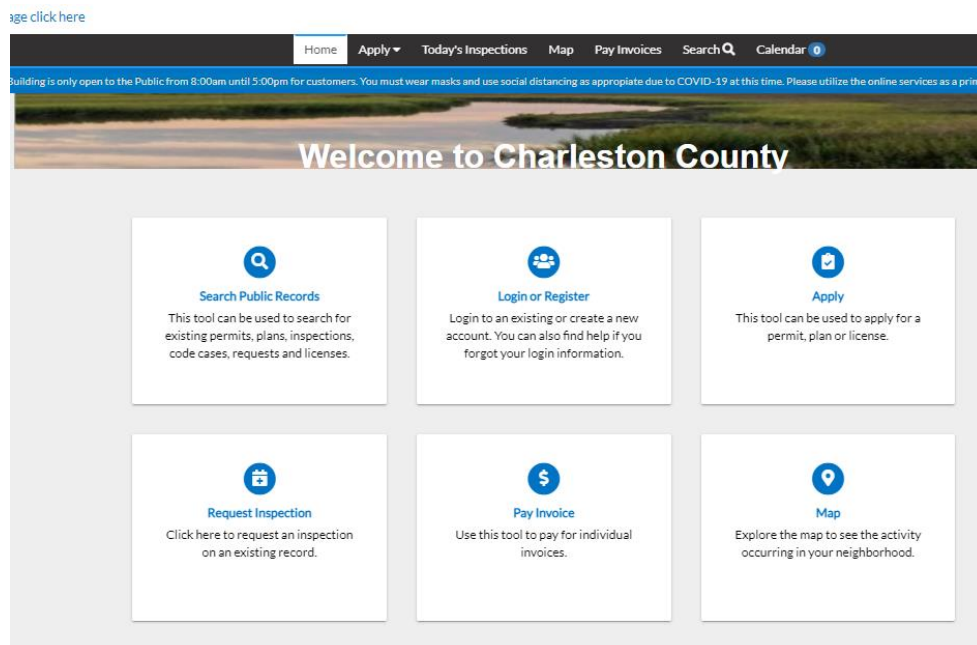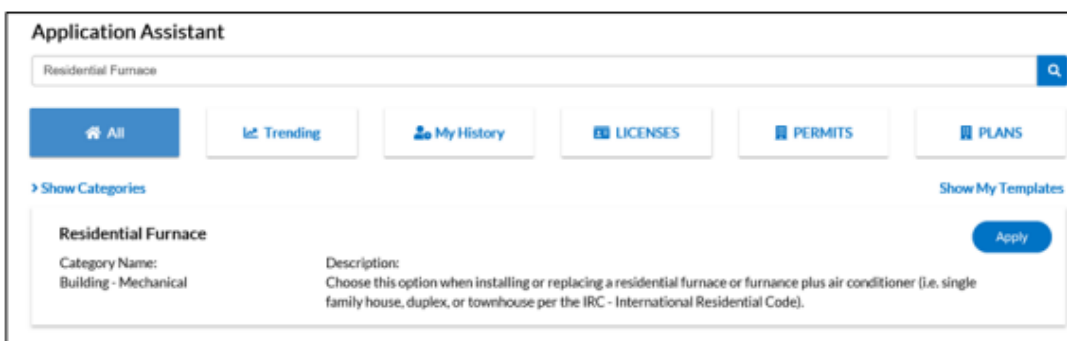
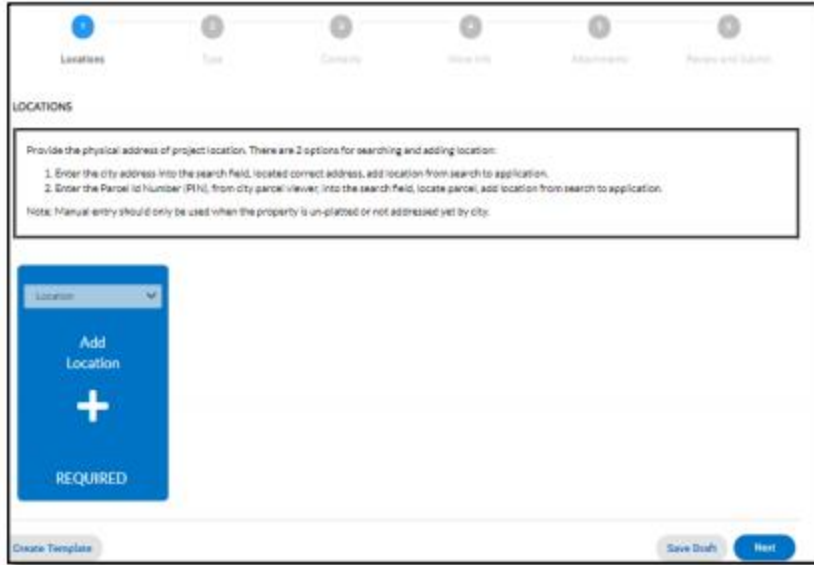2. In the **Application Assistant** screen select **Permits** tab.
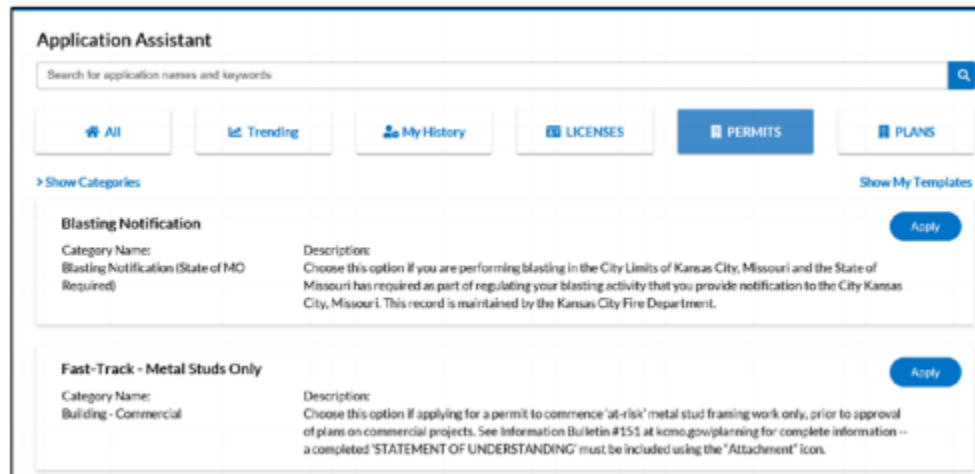
3. In the search bar type in the permit you are searching for, if unsure scroll down through all permit types or select **Show Categories** to see a full listing of permit by category.

4. When you have located the desired permit type, select **Apply.**

5. **Add Location screen** will appear. Click the **Add Location +** icon.

1. The **Add Location** screen will appear.
2. Enter the full address and click **on** the magnifying glass.

 Tip: When entering the address, do not use periods. Write E instead of East, and St instead of Street. Please include "th", "nd" and "rd" to the end of numbered streets. Example: 123 NE Maple Ave or 508 W 23rd Rd.
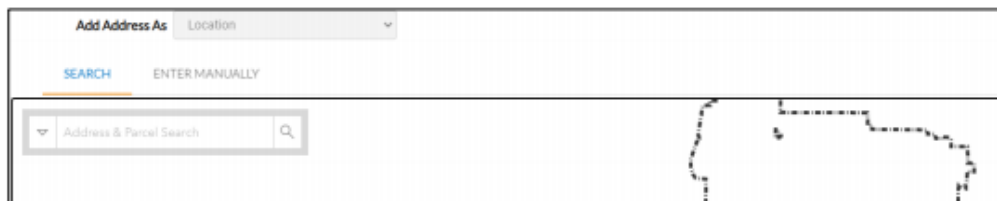
6. A list of addresses containing the search criteria will appear below the search field.

7. Select the box to the left of correct address and select **Apply** in the upper left-hand corner OR select the **"+ Add"** option from the address information located on the map.
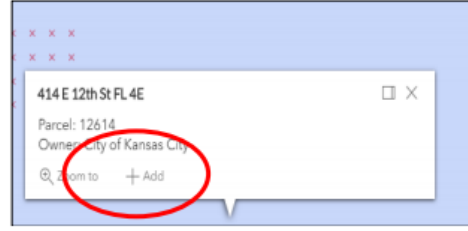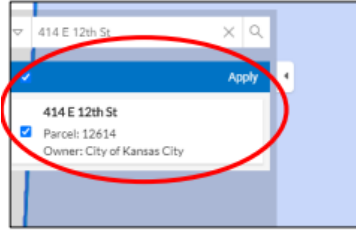
8. Under the Permit Details, type in the project details into the **Description** field.

9. In the Contacts section it will show you as the Applicant and that a Business (Licensed Contract) as **REQUIRED**. Select this field to **Add**.


10. In the search field enter "Homeowner" and select search. From the search results locate "CPD Homeowner and select add option. You have now met the requirement. Select the Next option

11. **More Information** screen - Review the Acceptance statement and then select I **Accept** form the drop down.
12. Enter the Permit Valuation for all items will be required; enter "0" into all fields that are not applicable for the permit you are applying for. Enter total valuation into the **Value Used in Fee Determination** field at the bottom of page.
13. On the Attachments step attach the required attachments. For example:
    Note: if attachments are required and are not attached the application will not be reviewed.
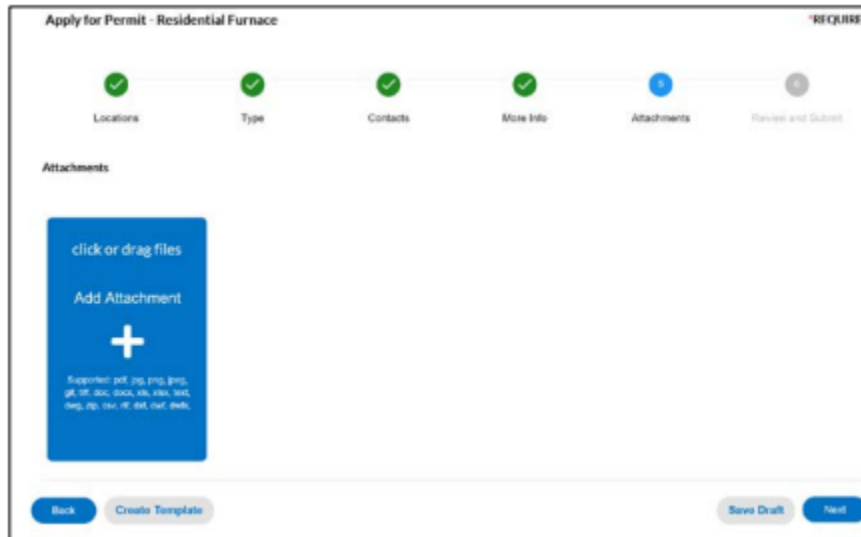
14. Review the application data and select the **Submit** option when complete.

15. A message will be displayed at the top of screen showing that your submittal was successful.
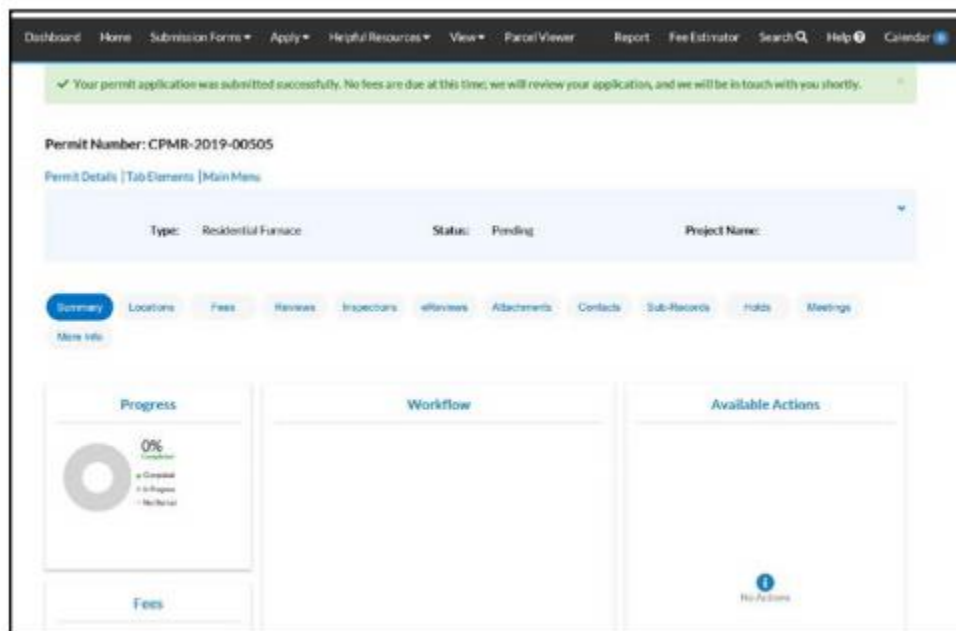
16. After permit is approved you will receive notification, via email, with instructions to follow for making payment. A pdf copy of the permit will be available under the attachments tab the day after the fee is paid.