

Online statuses for each phase: (see “defined” section for more details)

Due Diligence Phase:

- Online Submission
- Active/New

Submit Applications Phase:

- Active/New
- Pending Payment
- Additional Information Required
- Under Review
- Pending Full Review

Site Plan Review Phase:

- Under Review
- Pending Corrections
- Rejected Pending Corrections
- Incomplete/Expired

Construction Phase:

- Approved for Permitting
- Approved Pending Inspection

Closeout Phase:

- Completed/Stored

Permitting Process:

Due Diligence Phase:

- Schedule pre-application meeting to discuss required construction standards
- Submit Letter of Intent (LOI)- Z&P and/or PW
- Initial flood zone determination (BIS)

Submit formal application(s)

Site Plan Review Phase:

- Site Plan Review Committee Meeting
- Preliminary site inspections
- Resubmittal of plans and documents per comment sheets as needed
- Reserve 15-20% of site of stormwater infrastructure (PW)
- Account for any encroachments (if needed) (PW)
- Yellow Sheet process
- Bonding (as needed)
- Final Site Plan Review approval

Permitting & Construction Phase:

- Pre-construction/ site inspections
- Fire review
- Construction plan review and permitting
- Inspections
- Yellow Sheet process
- Elevation Certificate (under construction EC)

Closeout Phase:

- Elevation Certificate (Final EC)
- Final Inspections (BIS, Z&P)
- Certificate of Occupancy
- Individual Unit Upfit
- Business License

Additional processes that may be required:

Rezoning process initiated (as applicable):

Planning Commission → County Council

Public Review Phase (as applicable):

- Board of Zoning Appeals
- Historic Preservation Commission
- Construction Board of Appeals

Status types defined:

- Online Submission (all depts): Citizen has submitted an application online but staff has not reviewed it yet.
- Active/New (all depts): Staff has done an initial review to be sure that the correct permit or process has been applied for and that the request falls under Charleston County jurisdiction.
- Pending Payment (BIS): the application has been accepted and once paid for, will be put into the queue for review.
- Additional Info Required (BIS): Information was missing from the initial submission and will not be review further until staff receives the required documents. Citizens will be contacts with a list of required documents.
- Under Review (Z&P; SW): the application is currently being reviewed for compliance with applicable regulations/ordinances.
- Pending Full Review (BIS): Pre-plan review has been completed and the application has been sent forward to Construction Plans Review (BIS only).
- Pending Corrections/ Rejected Pending Corrections (all depts): Staff has reviewed the application and compiled a list of required modifications to be made. Citizen will revise the plans and send back for another round of review.
- Incomplete/Expired (all depts): the application has lapsed the allowable time frame and may need to be resubmitted. Contact the department for more information.
- Approved for Permitting: site plan and construction plan review have been approved and a zoning and/or building permit may be issued to begin construction.
- Approved Pending Inspection (Z&P): A final site inspection is needed after construction is completed.
- Completed/Stored: all site inspections and permits have been finalized and closed out and the application is no longer active.