



As-Built Plan Submittal and Review Process for Residential New Dwelling Permits

As-built plans and certifications may be submitted for review at any time once the site work has been completed to the extent necessary to obtain the required as-built data but must be submitted and approved prior to issuance of a Certificate of Use & Occupancy on the building permit.

1. The Applicant or Design Professional must upload a copy of the As-built Plan to permit for which it is being reviewed via the CSS Portal located at www.charlescountymd.gov/css. Once the plan is uploaded an email must be sent to CCGInspections@charlescountymd.gov notifying the Inspections staff of the plan submittal.
2. Upon acceptance of the submittal, the Inspections Technician will complete the review of the as-built plan to ensure it is consistent with the originally approved plan and to ensure the certification is complete. The review may take up to three (3) business days to complete.
3. Once the review is complete an inspection report will be created and provided to all the permit contacts. This inspection report will either indicate an acceptance and approval of the as-built plans or provide a list of corrections that are necessary prior to acceptance of the as-built plan.
 - a. Corrections must be submitted by following step one again.
4. If the issuance of a Certificate of Temporary Use & Occupancy is needed prior to the construction of any features required to be included on the as-built the following conditions must be met:
 - a. An approval must be provided by the Inspections Superintendent
 - b. A progress as-built must be submitted, following the steps above, and approved prior to the issuance of the Certificate of Temporary Use & Occupancy.
 - c. A final as-built will be required prior to the issuance of a Permanent Certificate of Use & Occupancy.