



Town of Ridgeland

Planning and Community Development

One Town Square – Post Office Box 1119 – Ridgeland, SC 29936

Phone: (843) 726-7516 Fax: (843) 726-7525

COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

General Project Requirements

1. Zoning approval with Firm & Panel number (Architectural Review Application)
2. Permit Application (completed in its entirety)
3. Contractor and subcontractor list (all need Town of Ridgeland business license & copy of LLR contractor licenses)
4. 4 copies of stamped Engineer Plans with Code & design criteria on the title page
5. Two copies of COMCheck or (prescriptive method) to meet the energy code
6. Manual D, or ACC 183 ASHRE 90.1 for HVAC (Supplied by HVAC Contractor)
7. Copy of the plat with structure locations with setbacks drawn to scale
8. Any approval letter (issued by H.O.A. if applicable) needed for community guidelines where they are building
9. Truss package (this can be a deferred submittal)
10. Proof of Water & Sewer tap fees paid to the town
11. Proof of Water/Sewer Impact fee paid to the town or county as required
12. 911 Address (we cannot permit with just a plat, lot#, or PO Box number)
13. Schedule of required Special Inspections
14. Soil Reports
15. Updated list of subcontractors and proof of Business License required when permanent power is requested

Close out documents are needed (updated contract amount and subcontractor roster).

Additional items may be required or requested by the Building Official at the time of submittal.