



Town of Ridgeland How to Apply for a Permit

Log in to CommunityConnect: <https://app.communitycore.com>

Or

If you don't have an account already, follow the link to create one:

<https://app.communitycore.com/app/account/register/e7a8e99e-01b6-4812-974f-3aec28878b8d/select-user-type?name=Ridgeland>

1. Click "Permits" at the top left corner
2. Click "Apply for a Permit" at the top right corner
3. Select "Permit Type" (Select Filter Permit Types by Category if you would like to narrow down the list of options in the Permit Type List.) Click "Next"

The screenshot shows a web interface for selecting a permit type. On the left, a dropdown menu labeled "Permit Type" with a red exclamation mark icon is highlighted with a yellow box. The dropdown text is "Select item...". To its right is another dropdown menu labeled "Filter Permit Types by Category" with the text "Select item...". Below these are two buttons: "Cancel" and "Next". On the far right, there is a checkbox labeled "Test Permit".

4. Complete the information
 - a. Applicant Name, E-Mail, Phone
 - b. Description of Work
 - c. Jobsite Address
 - d. Property Owner
5. Fill out required fields (Any fields with an icon like this are required in order to accept the Application.)

The screenshot shows a dropdown menu labeled "Occupancy Classification" with a red exclamation mark icon. A yellow callout box with the text "Required field" has an arrow pointing to the red exclamation mark icon. The dropdown text is "Select item...".

6. Upload Documents
7. Save Application to finish later OR Submit Application