



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

RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS

General Project Requirements

1. Zoning approval letter from Planning Department (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. 3 copies of engineered or architect stamped Plan with Code being designed to on the title page
5. Two copies of RESCheck to meet the energy code
6. Manual J for HVAC (Supplied by HVAC Contractor)
7. Copy of the plat with house location, and all other structures with setbacks indicated drawn to scale
8. Any approval letter needed for HOA's or other 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 or septic approval
11. Proof of Impact fee paid to the city or county as required
12. 911 Address (we cannot permit with a P.O. box number)
13. 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.