



Town of Ridgeland New Business Application

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



APPLICATION SUBMITTAL DATE:	PERMIT NUMBERS:
------------------------------------	------------------------

PROJECT LOCATION		PARCEL ID #:		
Street Address:	Unit / Suite:	City:	State:	Zip:
OWNER / TENANT INFORMATION:				
Name of Business/Lessee:		Business License Contact Name & Number:		
Property Owner Name:		New Owner: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mailing Address:		City:	State:	Zip:
Business Phone Number: () -	Mobile Phone Number: () -	Other:		
Applicant Email:	Owner Email:		Business License contact email:	

<input type="checkbox"/> ZONING PERMIT	Plans Required for additions and /or modifications Three (3) Sets of 24 x 36 Scaled Site Plans plus One (1) completed copy of the Site Plan checklist
ZONING DISTRICT:	PROJECT TYPE: <input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi-Tenant
LOT SIZE: Square Footage or Acreage	MULTI-FAMILY: <input type="checkbox"/> Condominium <input type="checkbox"/> Apartments
DIMENSIONS OF EXISTING STRUCTURES: Feet × Feet = Total Square Feet	
DIMENSIONS OF PROPOSED STRUCTURES (Including Additions): Feet × Feet = Total Square Feet	

<input type="checkbox"/> FIRE REVIEW	Plans Required for additions and /or modifications Two (2) Copies sealed by Engineer or Licensed Design Professional NOTE: ALL PLANS ARE TO SUBMITTED TO PLANNING & COMMUNITY DEVELOPMENT
FIRE SPRINKLERS: <input type="checkbox"/> Yes <input type="checkbox"/> No	FIRE ALARM: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> New System <input type="checkbox"/> Updating Existing System	<input type="checkbox"/> New System <input type="checkbox"/> Updating Existing System
ADDITIONAL DETAILS:	

BUILDING PERMIT

Plans Required for additions and /or modifications

Three (3) Copies of Construction Plans including Survey or Site Plan in each set
NOTE: Special Inspection Packet must be submitted for all projects requiring the services of an Engineer or Architect.

Project Information:	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Repairs
	<input type="checkbox"/> Shell	<input type="checkbox"/> Upfit	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Other:

Demolition:	<input type="checkbox"/> None	<input type="checkbox"/> Structural	<input type="checkbox"/> Non-Structural	DHEC APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------	-------------------------------	-------------------------------------	---	--

Occupancy Type:	<input type="checkbox"/> Single Family	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Duplex	<input type="checkbox"/> Apartment	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Institutional	<input type="checkbox"/> Utility	<input type="checkbox"/> Condo	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Farm Building
		<input type="checkbox"/> R1	<input type="checkbox"/> R2	<input type="checkbox"/> R3	<input type="checkbox"/> R4	<input type="checkbox"/> S1
				<input type="checkbox"/> I3		

Construction Type:	<input type="checkbox"/> Metal	<input type="checkbox"/> Wood	<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other	<input type="checkbox"/> III-B	<input type="checkbox"/> IV-HT	<input type="checkbox"/> V-A	<input type="checkbox"/> V-B
---------------------------	--------------------------------	-------------------------------	--------------------------------	-----------------------------------	--------------------------------	--------------------------------	--------------------------------	------------------------------	------------------------------

Number of Stories:	Number Buildings:	Number of Units:
	Type of Foundation:	

Heating Source:	<input type="checkbox"/> Electrical	<input type="checkbox"/> Gas	<input type="checkbox"/> Yes ___ N/A ___	<input type="checkbox"/> Slab	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Basement

Square Feet of Accessory Structures: (Carpports, Decks, etc.):	Square Feet of Renovations/Additions:
---	--

Square Feet Heated Space:	+ Square Feet Unheated space, etc.:	= Total Square Feet:
----------------------------------	--	-----------------------------

DESCRIBE WORK IN DETAIL:

Value of Construction:	Permit Number:
-------------------------------	-----------------------

Building Permit Fees: _____	Wind Design:
Plan Review Fee: _____	
TOTAL FEES: _____	

Estimated Date of Completion:	Seismic Zone:
--------------------------------------	----------------------

Contractor or Builder :	Telephone
Address:	State License #
Architect or Engineer:	Telephone #
Address:	Email:

Issued By: _____	Signature : Owner () Contractor () Agent ()
Date: _____	_____
	Please Print Name:

Property and Use	
Property Description: <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental /Lease <input type="checkbox"/> Sale	Change of Use: <input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL PROJECT COST: \$	Previous Use:
	Has site been vacant for 180 days or more? <input type="checkbox"/> Yes <input type="checkbox"/> No

SIGNAGE																						
<p>Any business owner who intends to place one or more signs at his or her place of business must first obtain a sign permit from the Town of Ridgeland. To expedite the process, Please include the following with your application: dimensions of all proposed sign(s), deminsions of the building frontage to which the sign(s) will be attached (if signs will be affixed to a building), and color images or drawings of the proposed sign(s). All sign applications will be reviewed for compliance with the town's sign ordinance and appropriate building codes. There is a fixed fee in the amount of \$0.50/square foot for the sign permit with a \$50.00 minimum fee. Fees may be paid at the time the permit is issued. Once the Sign Permit has been reviewed, town staff will contact the applicant with a notice of approval or denial.</p>																						
Proposed Project Name and Description: _____ General Location: _____ Legal Description: _____ Existing Sector(s): _____ Adjacent Sector Designation: _____ Existing Transect Zone(s): _____ Adjacent Transect Zone(s): _____ Existing Land Use(s): _____ Adjacent Land Use(s): _____	Sign Permit Checklist <table border="0"> <tr> <td>Applicant</td> <td>Staff</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>1. Completed Sign Checklist Application</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>2. Application Fee per most recently adopted Fee Resolution</td> </tr> <tr> <td></td> <td></td> <td>• \$0.50 per square foot</td> </tr> <tr> <td></td> <td></td> <td>• Minimum fee \$50.00</td> </tr> <tr> <td></td> <td></td> <td>• Plan Review Fee: 50% of Sign Permit</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>3. Copy of Sign Graphics, in color, to Scale</td> </tr> </table>	Applicant	Staff		_____	_____	1. Completed Sign Checklist Application	_____	_____	2. Application Fee per most recently adopted Fee Resolution			• \$0.50 per square foot			• Minimum fee \$50.00			• Plan Review Fee: 50% of Sign Permit	_____	_____	3. Copy of Sign Graphics, in color, to Scale
Applicant	Staff																					
_____	_____	1. Completed Sign Checklist Application																				
_____	_____	2. Application Fee per most recently adopted Fee Resolution																				
		• \$0.50 per square foot																				
		• Minimum fee \$50.00																				
		• Plan Review Fee: 50% of Sign Permit																				
_____	_____	3. Copy of Sign Graphics, in color, to Scale																				
Findings Key. +: Meets Guidelines +/-: Meets Guidelines with Conditions as noted -: Does Not Meet Guidelines N/A: Not Applicable NSI: Not Sufficient Information	<table border="1"> <thead> <tr> <th>Reference Number:</th> <th>Guidelines:</th> <th>Findings:</th> <th>Comments:</th> </tr> </thead> <tbody> <tr> <td>Article 5.12 pg. 15</td> <td>Proposed Signage shall meet the provisions of this code</td> <td></td> <td></td> </tr> </tbody> </table>	Reference Number:	Guidelines:	Findings:	Comments:	Article 5.12 pg. 15	Proposed Signage shall meet the provisions of this code															
Reference Number:	Guidelines:	Findings:	Comments:																			
Article 5.12 pg. 15	Proposed Signage shall meet the provisions of this code																					

<input type="checkbox"/> BUSINESS LICENSE	NOTE: IF YOUR COMPANY HAS NOT PURCHASED AN ANNUAL BUSINESS LICENSE FOR THE CALENDAR YEAR, A BUSINESS LICENSE UPGRADE FEE IS REQUIRED FOR BUSINESSES LOCATED IN THE TOWN OF RIDGELAND.
Projected Gross Income: \$	Please fill out attached application.

UTILITIES	SEWER:	Plans Required for New Construction or Adding Fixtures Two (2) Copies of Site and Drainage Plan
POWER COMPANY:	<input type="checkbox"/> SCE&G <input type="checkbox"/> Palmetto Electric	
WATER METER SIZE:	<input type="checkbox"/> Town of Ridgeland <input type="checkbox"/> Septic	
	ADDING NEW PLUMBING FIXTURES: <input type="checkbox"/> Yes <input type="checkbox"/> No	

For more information on Starting a new Business Please review our New Buiness Guide located on our Website <https://www.ridgelandsc.gov/opening-a-business>