



# 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

## OCCUPANCY APPLICATION

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### Project Location

Address: \_\_\_\_\_ Unit/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name of Business/lessee: \_\_\_\_\_ New Owner: \_\_\_\_\_

Business license contact name & phone: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Project Information

Property Description:            Owner Occupied            Rental/Lease            Sale

Change of Use:            Yes            No

Previous Use: \_\_\_\_\_

Has the site been vacant for 180 days or more?            Yes            No

General Project Information:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### **Additional Information**

- A letter of intent describing the business or use detailing operations
- A floor layout plan showing the existing layout and proposed layout. The plan should also provide the square footage dimensions of the space. Proposed layout plans may be required to be engineered if there are significant life safety matters or if the plan is not legible and/or does not provide the required information pertinent to the change
- Life safety plan
- Copy of lease agreement
- South Carolina State License (Example: LLC,LLR, etc.)

**Any remodeling will require a separate building permit application.**

**Any signage, including windows and doors, will require a separate sign application.**