



Town of Ridgeland Commercial Permit Submittal Requirements 2016-17

Commercial Permit Submittal Requirements*

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

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