



Town of Ridgeland

Planning & 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 from Planning Department (Architectural Review Application when applicable)
2. Permit Application (completed in its entirety) Include: Colored building elevations with labeled materials, vertical dimensions, wall sections and detail tags (1/4 scale) If vinyl siding is used provide thickness
3. Contractor and subcontractor list (all need Town of Ridgeland business license & copy of LLR contractor licenses)
4. 1 PDF copy and 1 hard copy of engineered or architecturally stamped plan with code being designated 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 or survey 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 when applicable
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 development fees paid to the town (and county when applicable)
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

***Online Submittal through CommunityCore preferred.**