



Town of Ridgeland Residential Permit Submittal Requirements

Residential Permit Submittal Requirements*

1. Permit Application (completed in its entirety)
2. 3 copies of engineered or architect stamped Plan with Code being designed to on the title page
3. Two copies of RESCheck to meet the energy code
4. Manual J for HVAC (Supplied by HVAC Contractor)
5. Copy of the plat with house location, and all other structures with Set Backs indicated drawn to scale
6. Any approval letter needed for HOA's or other 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 or septic approval
9. Proof of Impact fee paid to the city or county as required
10. 911 Address (we cannot permit with a P.O. box number)
11. Zoning approval letter from Planning Department
12. Contractor and subcontractor list (all need business license & copy of LLR contractor licenses)
13. 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.**