

Town of Ridgeland

“The High Point of the Lowcountry”

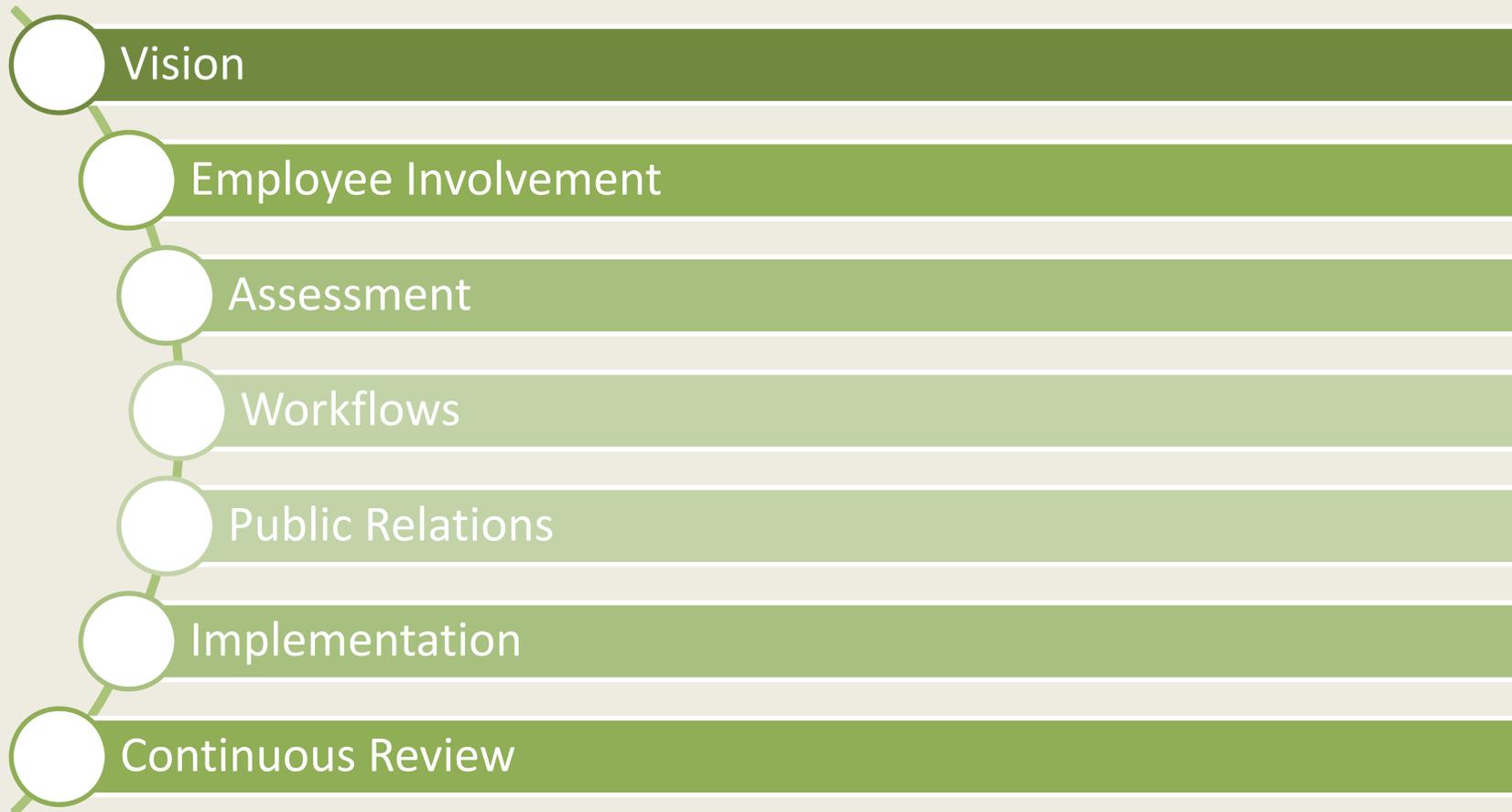


Business Friendly Cities and Towns
Promoting a
One Stop Shop Environment

What drove Change?

- The Town of Ridgeland was previously using County Services for inspections
- Newly Sparked interest from businesses and developers
 - New 4,300 ft. runway and terminal at the Ridgeland Airport
 - New Charter School (Polaris Tech) under construction
 - New Commercial Kitchen and Event Space at the Morris Center for Lowcountry Heritage
 - 20 Small Business Start-up
 - Two New 90+ acre Solar Farms
- New Downtown Main Street Farmers Market
- Tremendous amounts of applications for perspective businesses and developers
- Disjoined process through the permitting and review stage
- Departments working over/around each other
- No centralized resources for businesses and developers
- No database to store and track the process.

Process of Establishing a Business Friendly City or Town



Vision

“The Town of Ridgeland provides high quality services which promote a safe, active and healthy environment. The Town enables the community to realize the best standard of living possible through cost-effective governance.”

Employee Involvement

- Get everyone from the development process involved at the beginning.
- Provide a opportunity for all levels of staff to provide input into the process.
- Hold meetings to provide information, new policy and standard review, and any concerns with existing and new procedures.

Assessment

- Who is involved in the Development Process?
- Establish an assessment for Department staff to provide input on the development processes.
- Establish an assessment for New and Existing Businesses to provide input on the development processes.
- What resources are you providing for residents, developers, and new businesses?

Workflows

- Evaluate the process through a Six Sigma Style approach.
 1. Define the problem.
 2. Craft a problem statement, goal statement, project charter, customer requirement, and process map.
 3. Measure the current process. Collect data on current performance and issues. ...
 4. Analyze the cause of issues. ...
 5. Improve the process. ...
 6. Control.

Workflows



- Evaluate Process for the Applicant
- Evaluate the review process for all departments.
- Evaluate Staffing and Resources
- Identify Redundancies in the process.

Public Relations

- Establish a single point of contact.
- Minimize the number of applications a person has to feel out.
 - This benefits the applicant as well as staff to save on time and resources for other duties and responsibilities.
- Establish uniform applications
- Include information in the applications for specific ordinances and tips to make the process easier.
- Establish an online database for all departments to track and see where specific projects are in the development process.
- Establish resource opportunities for perspective businesses and developers.

Establishing a Database

Workflow Progress for Staff

Reports for Staff to Review

Signed in: Jrowland
Sign Out
My Dashboard
Wednesday, June 27, 2018
South Carolina Offices
Ridgeland



Guide to new release

Dashboard > View Permit > Permit Workflow 18RIDG-COMM00112
7832 East Main Street, 29936

Workflow Progress for Permit # 18RIDG-COMM00112

Step	Workflow Step	Status / History	Revert	History
1	Application	Accepted	⊖	⊖
	Received by SAFEbuilt	Received	⊖	⊖
	SAFEbuilt Plan Review	Approved	⊖	⊖
	Permit Returned to Town	Returned	⊖	⊖
2	Storm Water Review	N/A	⊖	⊖
	Fire Department Review	Approved	⊖	⊖
	Permit Technician Review	Approved	⊖	⊖
	Planning Director Approval	Approved	⊖	⊖
3	Permit Issuance	Payment Due	⊖	⊖
	Inspections	Not Applicable	⊖	⊖
4	Fire Department Final Approval	Not Applicable	⊖	⊖
5	Conditions of C.O.	Not Applicable	⊖	⊖
6	Temporary Certificate of Occupancy	Not Applicable	⊖	⊖
7	Town Final Approval	Not Applicable	⊖	⊖
8	Closed - Certificate of Occupancy	Not Applicable	⊖	⊖

© Meritage Systems. All rights reserved.

Community Development Permit Report

Town of Ridgeland
For year beginning Jun 2017

	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Year Totals
Residential													
New													
# Permits	1	2	2	1	0	5	1	1	5	2	3	2	25
# Inspections	1	3	7	2	5	1	16	14	6	15	12	4	96
Valuation	\$8,000.00	\$30,500.00	\$2,200.00	\$2,000.00	\$0.00	\$68,500.00	\$254,000.00	\$5,000.00	\$41,342.00	\$82,800.00	\$12,000.00	\$12,200.00	\$1,108,542.00
Fees	\$200.00	\$446.12	\$450.01	\$200.00	\$0.00	\$8,964.78	\$0.01	\$50.00	\$1,000.00	\$777.81	\$600.00	\$450.00	\$13,088.73
Alteration													
# Permits	1	1	1	0	1	2	1	0	0	0	0	2	9
# Inspections	0	0	0	1	0	0	2	1	0	4	0	1	9
Valuation	\$25,000.00	\$50,000.00	\$5,000.00	\$0.00	\$20,000.00	\$65,700.00	\$87,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,000.00	\$366,700.00
Fees	\$187.50	\$439.50	\$307.65	\$0.00	\$175.80	\$690.45	\$764.75	\$0.00	\$0.00	\$0.00	\$0.00	\$1,028.20	\$3,593.63
Residential Totals													
# Issued Permits:	34			95			Valuation: \$1,475,242.00			Fees: \$16,682.56			
Commercial													
New													
# Permits	0	0	0	1	0	0	1	1	0	1	1	0	5
# Inspections	0	0	0	0	3	0	0	0	0	0	10	1	14
Valuation	\$0.00	\$0.00	\$0.00	\$12,772,760.00	\$0.00	\$0.00	\$430,000.00	\$5,000.00	\$0.00	\$3,500,000.00	\$1,500.00	\$0.00	\$16,709,260.00
Fees	\$0.00	\$0.00	\$0.00	\$50,213.00	\$0.00	\$0.00	\$5,666.56	\$50.00	\$0.00	\$46,147.50	\$75.00	\$0.00	\$102,155.06
Alteration													
# Permits	0	2	0	1	1	0	0	2	1	0	2	3	12
# Inspections	0	0	0	0	13	0	0	0	0	3	1	1	18
Valuation	\$0.00	\$3,900.00	\$0.00	\$8,000.00	\$1,095,200.00	\$0.00	\$0.00	\$304,000.00	\$11,000.00	\$0.00	\$665,715.00	\$10,340.00	\$2,008,155.00
Fees	\$87.50	\$50.00	\$0.00	\$1,094.36	\$75.00	\$178.17	\$0.00	\$2,672.16	\$145.04	\$0.00	\$8,827.40	\$3,391.73	\$16,521.36
Commercial Totals													
# Issued Permits:	17			32			Valuation: \$18,717,415.00			Fees: \$118,676.42			
Misc. One Stop													
# Permits	4	2	2	3	0	5	1	1	3	2	2	2	27
# Inspections	0	0	1	0	14	0	0	0	0	5	0	0	19
Valuation	\$17,342.00	\$7,800.00	\$4,474.00	\$29,535.00	\$0.00	\$91,300.00	\$50,000.00	\$5,200.00	\$18,700.00	\$7,950.00	\$15,954.00	\$11,495.00	\$259,790.00
Fees	\$200.00	\$100.00	\$201.00	\$310.96	\$75.00	\$656.65	\$355.00	\$70.32	\$250.10	\$111.09	\$256.29	\$52.70	\$5,834.11
Misc. One Stop Totals													
# Issued Permits:	27			19			Valuation: \$259,750.00			Fees: \$5,834.11			
Total Permits:	78			146			Total Valuation: \$20,452,407.00			Total Fees: \$141,193.09			
Authorized Building Agent: _____ Date: _____													

Page 1 of 2 Created 06/27/2018

Implementation

- Outsourced a 3rd Party Building Official through SAFEbuilt.
 - This allowed for us to have the services of a larger City or Town through the resources and capabilities of plan review and inspections for any development project that comes before the Town.
 - Staff is on call throughout the week to provide efficient inspections.
- Adopted the Meritage Support Online Permitting System.
 - Established a system for staff to log in and see where a project is in the permitting process and allows the opportunity that if any of the staff in the system can provide comments, changes, etc.
 - Allowed for plans and applications to be submitted online
- We established a 1-5 day review timelines on most projects. Major Commercial Projects are 10 day review for first comments.
- Establish new applications
- Establish New Resource and Business Guide
- Through the implementation of a one point of contact we are able to work through the process with the applicant every step of the way.
 - This includes any potentially Board of Zoning Appeals and Consolidated Review Committee Meetings as well as staff level concerns and/or comments.

New Business Guide

New Business Guide

Doing Business in Ridgeland, SC



Town of Ridgeland

One Town Square | P.O. Box 1119
Ridgeland, South Carolina 29936

www.ridgelandsc.gov | 843.726.7500

- Provide Important Contacts
 - State and Local Contacts that are needed to help open a business.
- Provide Resource Guide
 - Local Chamber, Local Council of Government,
 - Local Utilities, Various Federal, State, and Local Resources

New Business Guide

Resource Guide

Business Development Corporation/Certified Development Corporation

The SC Capital Access Program is designed to provide financial institutions in South Carolina a flexible method of making business loans that may not meet conventional underwriting standards.

Contact: (803) 798-4064 or mail@BDCofSC.org

Department of Rural Development

An agency of the US Department of Agriculture that provides commercial lending services and renewable energy and energy efficiency programs for agriculture producers and rural small businesses.

Contact: Call: (803) 684-3136, or visit www.rd.usda.gov

FastTrac South Carolina

A privately funded non-profit organization that offers business training programs for refining and writing business plans and growing sustainable high-impact companies. Programs combine one-on-one coaching, peer learning, guest speakers and comprehensive tools to help produce solid business plans and strategies.

Contact: Mary Dickerson, (803) 805-3110, mdickerson@charlestonchamber.org

Jasper County Chamber of Commerce

The Jasper County Chamber of Commerce, by action of its organization and through the work of its committees is dedicated to the objectives of stimulating growth and development of Jasper County and the State of South Carolina, and to the preservation of the American Way of Life, with special emphasis on advancing scientific, educational, charitable, commercial, civic, industrial, agricultural and general interest of the area it serves.

Contact: Call (843) 726-8126, or visit www.jaspercountychamber.com

Low Country Council of Government

A voluntary organization of local governments that provides small business loans, economic and demographic research and analysis, mapping services, and technical assistance on financing, marketing and management.

Contact: http://lowcountrycog.org/community_and_economic_development/index.php

Phone: (843) 473-3972

New Business Guide

SC Business One Stop (SCBOS)

A collaborative website of state, federal and private agencies, including DHEC, Department of Revenue and the Secretary of State, that offers electronic registrations, licenses, permits, and tax filings, as well links to a variety of sources and information for doing business in South Carolina.

Contact: (803) 898-5690

SC Department of Commerce Financial Resources

The South Carolina Department of Commerce aims to recruit new businesses to the state and help existing businesses grow and flourish. Additionally, Commerce assists companies in locating buildings and sites in which to operate and offers grants for community development and infrastructure improvements in South Carolina.

Contact: Chuck Bundy (803) 737-0440, cbundy@sccommerce.com

SC Launch!

A collaboration between SCRA, a non-profit management company, Clemson University, University of South Carolina and the Medical University of South Carolina that provides funding, counseling, mentoring, assistance with business plans and marketing analysis, access to resource partners, and networking opportunities for knowledge economy-based businesses.

Julia R. Linton (843) 760-5893 julia.linton@scra.org

SC Manufacturing Extension Partnership

An affiliate of the National Institute of Standards and Technologies that provides business and technology support to manufacturers through onsite consultations, partnerships with state technical colleges, research universities, and the S.C. Department of Commerce. Services include educational programs, online assessment, an e-services portal, and other business tools.

Contact: Janell Pert (803) 252-6976, jpert@scmep.org

SC Small Business Chamber of Commerce

A statewide advocacy organization representing the general interests of small business in state and local government.

Contact: Frank Knapp, (803) 252.5733, sbchamber@scsbc.org

New Business Guide

South Carolina Department of Employment and Workforce

A state agency that assists employers in areas such as worker recruitment, employee training, labor force information, unemployment insurance, and job tax credits.

Contact: (864) 573-7525

South Carolina Small Business Development Center ~ University of South Carolina/Bluffton

The SBDC offers a variety of services and management training courses tailored to meet the needs of small and medium-sized businesses. SBDC consultants at each site provide managerial and technical assistance to those wishing to start or expand an enterprise.

Contact: Martin Goodman, EDFP, Director, Call: (843) 521-4143, or visit <http://www.uscb.edu/sbdc/>

Town of Ridgeland

The Town of Ridgeland offers a step by step process to help any new or established business understand what it takes to set up a new business in our community.

Contact: Dennis E. Averkin (Town Administrator) Call: (843) 726-7500, or Joshua Rowland (Director of Planning and Community Development) Call: (843) 726-7521, or visit us at www.ridgelandsc.gov

- This information can be found in both English and Spanish, for people wishing to open a business in Ridgeland.
- New Business Guide and Checklist is placed in one document.
- <https://www.ridgelandsc.gov/pdfs/New-Business-Guide-and-Resources-Final.pdf>
- <https://www.ridgelandsc.gov/pdfs/New-Business-Guide-and-Resources-Spanish-Final.pdf>

New Business Checklist

New Business Checklist

STEP 1: ZONING COMPLIANCE. Before signing a lease or purchase agreement, the business owner should verify the Town of Town of Ridgeland's zoning requirements for the proposed location. Prior to occupying any building (new or existing), **the business owner must obtain a Commercial Zoning Compliance Letter to ensure the business is properly zoned and permitted to operate at the proposed location.** If the applicant will be making structural changes to an existing building (additions, modifications, etc.), these changes should also be included on the application form. If the applicant will be constructing a new building, the Commercial Zoning Compliance process will also cover zoning review of the new structure and accompanying site plan. Once the Zoning Compliance Form has been reviewed, town staff will contact the applicant with a notice of approval or denial. Appeals may be submitted to the Town of Ridgeland Board of Zoning Appeals. There is a one-time fee for planning and zoning review, which may be paid at the time the permit is issued. For more information, please contact the Planning Department at (843) 726-7521.

STEP 2: FIRE MARSHAL INSPECTION. The Town of Ridgeland's Fire Department will offer a free safety inspection to any prospective business owner that intends to occupy an existing building within the town limits. The safety inspection will identify any visible code violations, fire safety issues, and possible life safety concerns. Town building staff will also provide guidance to the prospective business owner regarding recommended repairs, improvements and/or modifications to improve safety and streamline the permitting process. Please note that this courtesy inspection is not intended to serve as a replacement for a comprehensive building inspection performed by a certified professional. To schedule a free safety inspection, please contact the Ridgeland Fire Department at (843) 726-7522 or email the Fire Marshal at catwood@ridgelandsc.gov

STEP 3: BUILDING PERMIT. All new construction, additions, demolition, and/or modifications to existing buildings and building systems will require a building permit from the Town of Ridgeland. Business owners should contact the Town of Town of Ridgeland's Building Department to determine if a permit is required prior to commencing any work. Building permit applications must be submitted in person at Town of Ridgeland Town Hall, One Town Square,

New Business Checklist

Ridgeland SC 29936. A full list of commercial building permit requirements can be found here: <https://www.ridgelandsc.gov/planning-and-community-development/building-permits-forms>

Only the building owner or licensed contractor (if using a contractor) may obtain a building permit. The building permit fees are based on the value of the work to be performed. All new permits will also be subject to a plan review fee, which shall be equal to fifty percent (50%) of the building permit fee. Fees may be paid at the time a permit is issued. Once the building permit application has been reviewed, a member of the Building Department staff will contact the applicant with a notice of approval or denial. **Please note that the penalty for working without a permit is \$1,000.00.** Fees for post facto permits may also be doubled, so always verify if a permit is required BEFORE beginning any work! A business may not occupy a structure until all work is inspected and a certificate of occupancy has been issued. For more information, please contact the Building Department at (843) 726-7521.

STEP 3a: CHANGE OF OCCUPANCY. When a new business is established and there is no change in the building's occupancy classification, any non-conformities with existing building codes (with the exception of life safety issues) at the time the new business is established shall be grandfathered from the current building codes. However, when a new business is established which results in a change in a building's occupancy classification (i.e. from "Business" to "Assembly," from "Residential" to "Business," from "Mercantile" to "Business," etc.), then the building must be brought into compliance with current building codes before the new business may be established.

STEP 4: SIGN PERMIT. Any business owner who intends to place one or more signs at his/her place of business must first obtain a sign permit from the Town of Town of Ridgeland; they can be downloaded her: . A completed Sign Permit application shall be submitted to: Town of Town of Ridgeland, Attn: Planning Department, P.O. Box 1119, Town of Ridgeland, SC 29936. To expedite the process, please include the following with your application: dimensions of all proposed sign(s), dimensions 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 \$30 minimum fee. Any signs that do not meet minimum zoning standards may be referred to the Board of Zoning Appeals. Fees may be paid at the time the permit is issued. Please note that the town's zoning ordinance does not permit off-premises signs. Once the Sign Permit has been reviewed, town staff will contact the applicant with a notice of approval or denial. Appeals may be submitted to the Town of Ridgeland Board of Zoning Appeals. For more information

New Business Checklist

about sign requirements and permits, please contact the Planning Department at (843) 726-7521.

STEP 5: BUSINESS LICENSE. Prior to opening a business inside the town limits, the business owner or manager must obtain a business license from the Town of Town of Ridgeland. Business licenses will only be issued after the Planning Director has issued a Commercial Zoning Compliance Permit. Business license applications may be dropped off at Town Hall or submitted by mail to: Town of Ridgeland, Attn: Town Clerk, P.O. Box 1119, Ridgeland, SC 29936. The Town Clerk will calculate the license fee based upon the business's classification and anticipated gross revenues during the first year of operation. The applicant will then be contacted with the total amount to be paid. Once issued, a business license shall be valid only during the calendar year in which it is obtained. The town will mail a renewal notice at the beginning of each subsequent year, and licenses must be renewed on an annual basis. For more information, please contact the Ridgeland Town Clerk at (843) 726-7502. Forms can be downloaded here: <https://www.ridgelandsc.gov/executive-department/town-clerk>

STEP 6: WATER AND SEWER SERVICE: Please call our Water Department at (843) 726-7501 and we will be glad to guide you through the process of setting up a new account.

New Business Application



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:	
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: <small>Square Footage or Acreage</small>	MULTI-FAMILY: <input type="checkbox"/> Condominium <input type="checkbox"/> Apartments		
DIMENSIONS OF EXISTING STRUCTURES: Feet x Feet = Total Square Feet			
DIMENSIONS OF PROPOSED STRUCTURES (Including Additions): Feet x Feet = Total Square Feet			
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:			

<input type="checkbox"/> 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	
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:		Sprinkler Required	
<input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Slab <input type="checkbox"/> Crawl Space <input type="checkbox"/> Basement	
Square Feet of Accessory Structures: (Carports, 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 Fee: _____		Wind Design:	
Plan Review Fee: _____		Seismic Zone:	
TOTAL FEES: _____		Estimated Date of Completion:	
Contractor or Builder:		Telephone:	
Address:		State License #:	
Architect or Engineer:		Telephone #:	
Address:		Email:	
Issued By: _____		Signature: Owner () Contractor () Agent ()	
Date: _____		Please Print Name: _____	

New Business Application

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				
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), dimensions 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.				
Proposed Project Name and Description:	Sign Permit Checklist			
General Location:	Applicant	Staff		
Legal Description:	1. Completed Sign Checklist Application			
Existing Sector(s): _____ Adjacent Sector Designation: _____	2. Application Fee per most recently adopted Fee Resolution			
Existing Tractect Zone(s): _____ Adjacent Tractect Zone(s): _____	• \$0.50 per square foot			
Existing Land Use(s): _____ Adjacent Land Use(s): _____	• Minimum fee \$50.00			
	• Plan Review Fee: 50% of Sign Permit			
	3. Copy of Sign Graphics, in color, to scale			
Findings Key:	Reference Number:	Guidelines:	Findings:	Comments:
-/-: Meets Guidelines +/-: Meets Guidelines with Conditions as noted -/: Does Not Meet Guidelines N/A: Not Applicable NSE: Not Sufficient Information	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 Business Guide located on our Website <https://www.ridgelandsc.gov/opening-a-business>



Town of Ridgeland
P.O. Box 1119
Ridgeland, SC, 29936
www.ridgeland.gov

Business License Application

In order to insure proper credit to your account, you must return this application.
Please verify all information listed, then complete this application as required.



Business Name _____	New Business _____
Owner/Officer _____	Renewal _____
Mailing Address _____	Corporation _____
City/State/ZIP _____	Partnership _____
Phone _____	Individual _____
Business Location _____	Federal ID# _____
Description of Business _____	South Carolina Tax# _____
	Social Security # _____
	Health Permit _____
Rate Code _____	*License # _____
SC Residential Builders # _____	*Date of Application _____
Bonding Company _____	*office use only

(A) Gross Receipts as reported to the S.C. Tax Commission \$ _____

(B) New Business Only Projected Gross Income _____

(C) Base Tax _____

(D) Tax on Excess at \$ _____ Per \$ _____ _____

(E) Total License Fee Due By _____

(F) Penalty: FOR NON-PAYMENT OF ALL OR ANY PART OF THE CORRECT LICENSE FEE THE LICENSE INSPECTOR SHALL LEVY AND COLLECT A PENALTY OF 5% March 1st, 10% April 1, May 1 in Execution.

(G) Total Due \$ _____

(WE) DO HEREBY CERTIFY THAT THE AMOUNT RETURNED AS TOTAL GROSS FROM BUSINESS OR PROFESSION AS REPORTED HEREIN IS TRUE AS CORRECT, AND THAT I HAVE MADE NO DEDUCTION FOR "DROP SHIPMENTS", SALES TO GOVERNMENT AGENCIES, OUT OF CITY OR COUNTY DELIVERIES, OR OTHERWISE, AND THAT I AM FAMILIAR WITH TOWN ORDINANCE PROVIDING FOR PENALTIES AND REVOCATION OF MY (OUR) LICENSE FOR MAKING FALSE OR FRAUDULENT STATEMENTS IN THIS APPLICATION.

(WE) DO HEREBY CERTIFY THAT ALL PERSONAL PROPERTY TAXES HAVE BEEN PAID WHICH ARE DUE AND PAYABLE TO THE TOWN OF RIDGELAND OF THIS DATE AND THAT THE BUSINESS NAME IS THE SAME AS REPORTED ON MY SOUTH CAROLINA INCOME TAX RETURN.

Continuous Review

- The last step of this process is a continuous review of your processes and procedures.
 - Establish surveys for new businesses and developers that have recently went through the process.
 - Continuous meetings with staff to see any new concerns or issues through the process to make it easier for both the applicant and the staff.
 - If changes are needed work through the process and set new standards.

Thank-you for your attention!



Joshua T. Rowland
Director of Planning and
Community Development
843-726-7521
jrowland@ridgelandsc.gov
www.ridgelandsc.gov