

Requirements for Electronic Submissions to the RIA:

- The entire application (e.g., forms, narrative and attachments) must be submitted at one time in order to be considered complete. If multiple emails are required due to size limitations, please number them (e.g., 1 of 3) to ensure that the complete application is received.
- The electronic version must include a pdf copy of an original signature on the form and any commitment letters.
- The electronic application should only be sent to: pwilliams@ria.sc.gov
- The original and four (4) hard copies of your application must subsequently be submitted to RIA as soon as it is safe for you to deliver them to our office or drop them in the mail.
- Because we do not know the extent that South Carolina will be impacted by Hurricane Irma, **we strongly encourage you to go ahead and submit applications in advance** to ensure timely consideration of your project.
- If you have any questions, contact RIA staff directly by phone (803-737-0390) or email: Bonnie Ammons (bammons@ria.sc.gov); Jackie Calvi Mack (jcmack@ria.sc.gov); Eric Melaro (emelaro@ria.sc.gov); Liz Rosinski (lrosinski@ria.sc.gov).