

Linked Project Application #: _____ B#: _____

PHASE 3: BUILDING PLAN REVIEW

Commercial Multi-Family Accessory
 New Structure Addition Building # _____ Unit # _____ Number of Units: _____

Building Owner Town Business License #:	Tenant Name: _____ Tenant Town Business License #:
Building Owner:	Applicant:
Name:	Name:
Address:	Address:
Address:	Address:
Phone:	Phone:
Email:	Email:
General Contractor:	Primary Contact:
Name:	Name:
Address:	Address:
Superintendent Phone:	Address:
Contractor Phone:	
Phone:	Phone:
Email:	Email:
Contractor State License/registration #:	
License Group:	
Town Business License #:	
Architect:	Engineer:
Name:	Name:
Phone:	Phone:
Email:	Email:
State License #:	State License #:
Town License #:	Town License #:

Detailed Description of Work:

BUILDING INFORMATION:			
Heated Sq. Ft. (new or added)		Total Impervious (sq ft)	
Unheated Sq. Ft. (new or added)		Fire Alarm System	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of Stories		Sprinklered	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of Elevators		Type of heating/air	
Type of Exterior Materials		Gas appliances	
Total Pervious (sq ft)		Size of Liquid Propane tank	

POOL INFORMATION:	ROOF INFORMATION:	
Pool/Spa Sq Ft	Material:	Wind Uplift:
Elevation of Pool Deck: _____	Amount of Fasteners:	Years of Guarantee:
	Type of Fasteners:	

VALUE OF CONSTRUCTION (includes materials, labor, profit)		Certification Required from Sub-Contractor?
Plumbing	\$	
Electrical	\$	
Mechanical	\$	
Building	\$	
TOTAL	\$	

Note: No deductions shall be made on the permit application by a general or independent contractor for value of work performed by a subcontractor.

Flood Hazard Areas as per International Building Code 3403.1.1:

In flood hazard areas, any addition/alteration/improvement to an existing building or structure in a flood hazard area must come into compliance with this code section if the value of construction equals or exceeds 50% of the appraised building value. The Town requests a more detailed construction cost estimate for substantial improvement determination.

Detailed cost estimates requested? YES NO

Application is hereby made to perform work on the building and accompanying features, and I am authorized to submit this application. To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I understand that failure to abide by this approval, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

LICENSE REQUIREMENTS:

Individuals and entities involved in the construction, repair or renovation of structures are required to comply with licensing requirements of the State of South Carolina and the Town of Hilton Head Island. No contractor or sub-contractor shall begin work on a job without a business license. Both the contractor and the sub-contractor shall be subject to a suspension of his license in accordance with Section 10-1-150 of the Town of Hilton Head Island Code of Ordinances. I, the undersigned, have read and understand the above statements. I am the **contractor in charge or authorized agent for the contractor in charge.**

Print Name: _____ **Signature:** _____
Company Name: _____ **Date:** _____

BUILDING PLAN REVIEW MINIMUM SUBMITTAL REQUIREMENTS

_____ 4 complete sets of plans showing a minimum of:

- The location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the locally adopted Codes, ordinances and rules and regulations of the Town and State.
- Dimensioned floor plans.
- Plans of all mechanical, electrical and plumbing work.
- Structural plans showing at a minimum, foundations, wall sections and loads (including calculations).
- Detail the location, construction, size and character of all portions of the means of egress.

_____ Commercial plans must be stamped by an architect or engineer when:

- The building is over 5000 square feet in size.
- Over two stories in height.
- The occupancy classification falls into Group A, E or I.

_____ Certified copy of the 'Under Construction' Flood Elevation Certificate is required prior to vertical construction above the first habitable floor in A & V zones. An original Finished Construction Flood Elevation Certificate is required prior to a Certificate of Occupancy for building located in A & V zones.

_____ Zone Certification is required for all buildings located in a velocity zone.

_____ Pool/Spa Sq Ft: _____

_____ Elevation of Pool Deck: _____

_____ Mechanical Certificates from Plumbing, Electric, & Mechanic Contractors

Depending upon the type of project, its construction, and its complexity, other submittals may be required during review or construction (to be designated by Town Staff):

Other Permits: (See Miscellaneous Building Permit Application)

_____ Construction Trailer Permit

_____ Irrigation Permit

_____ Demolition Permit