



Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b> Permit. #: _____
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## FINAL INSPECTION MINIMUM SUBMITTAL REQUIREMENTS

### COMMERCIAL BUILDING PERMIT

- \_\_\_\_\_ Finished Flood Elevation Certificate (only if in an A or V flood zone)
- \_\_\_\_\_ Final Sub-Roster
- \_\_\_\_\_ Depending upon building design and construction type, other submittals may be requested (such as detailed specifications) during construction (to be determined by Town Staff).

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### SINGLE FAMILY BUILDING PERMIT

- \_\_\_\_\_ As-Built drawing with stamped (signature over seal) certification by a South Carolina registered land surveyor indicating accurate site conditions of pavements, parking spaces, utilities, structures and drainage.
- \_\_\_\_\_ Final Sub-Roster
- \_\_\_\_\_ Finished Flood Elevation Certificate (only if in an A or V flood zone)

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### MISCELLANEOUS BUILDING PERMIT

- \_\_\_\_\_ Final Sub-Roster