



Town of Hilton Head Island
 Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-341-2087
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY Permit #: _____ Fee: _____

MISCELLANEOUS BUILDING PERMIT APPLICATION

<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial
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Project Address: _____ Subdivision: _____

Parcel Number [PIN]: R _____ Flood Zone: _____

Land Owner Name: _____ Phone #: _____

Address: _____ Email: _____

Building # _____ Unit # _____ Number of Units: _____

Fees: Please see www.hiltonheadislandsc.gov for Building Plan Review and Approval fees. The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

Instructions: This form is organized for different submissions at different times. **Pages 1-2 (see blue items)** are submitted in the beginning to apply for the building permit (Phase 1). **Pages 3-4 (see purple items)** are submitted at the end of construction to obtain the Certificate of Occupancy or final sign off (Phase 2). This form with its separate sections can be found on the Town's Website at www.hiltonheadislandsc.gov. You may print only those pages necessary for submission.

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. 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.

Acknowledgement: 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, information included in this application is factual and complete. I hereby agree to abide by all conditions of any approvals granted by the Town and understand that such conditions shall apply to the subject property only. I acknowledge that the Town Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with floodplain provisions. 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.

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

PHASE 1. BUILDING PLAN REVIEW.

Building Owner, if different from Land Owner:		Applicant:	
Name:		Name:	
Address:		Address:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	
General Contractor:		Primary Contact:	
Name:		Name:	
Address:		Phone:	
Phone:		Email:	
Email:			
Town Business License #:			
State License/registration #:			
License Group:			
Architect:		Engineer:	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	
State License #:		State License #:	
Town License #:		Town License #:	

Detailed Description of Work:

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

VALUE OF CONSTRUCTION (includes materials, labor, profit)	
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.