



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](http://www.hiltonheadislandsc.gov)

|                              |
|------------------------------|
| <b>FOR OFFICIAL USE ONLY</b> |
| Permit #: _____              |
| Fee: _____                   |

## MISCELLANEOUS BUILDING PERMIT APPLICATION

|   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Single Family</b> | <input type="checkbox"/> <b>Multi-Family</b> | <input type="checkbox"/> <b>Commercial</b> |
|---|--|--|

Project Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Parcel Number [PIN]: R \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Land Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Building # \_\_\_\_\_ Unit # \_\_\_\_\_ Number of Units: \_\_\_\_\_

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application.**  YES  NO

**Fees & Forms:** Please see [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov). The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

**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.

**Owners Consent:** For Demolitions and Renovations, the Owners Consent Form must be submitted with this application.

|                            |                         |
|----------------------------|-------------------------|
| <b>Print Name:</b> _____   | <b>Signature:</b> _____ |
| <b>Company Name:</b> _____ | <b>Date:</b> _____      |

