

**MISCELLANEOUS BUILDING PLAN
MINIMUM SUBMITTAL REQUIREMENTS**

- Completed Town of Hilton Head Island Miscellaneous Building Permit Application.
- Required Fees. (Building permit fees shall be paid at time of application)

DEMOLITION

- Asbestos inspection report and DHEC approval of demolition
- PSD letter stating the water and sewer lines have been capped and inspected
- Proof of disconnection of electrical service

TENTS

- An approved Special Events Permit for use by more than 500 people
- Required Documents:
 - Site plan showing location of tent
 - Aisle and egress plan showing all means of egress with illumination if required.
 - Flame resistance certification

MODULAR BUILDING

- Site plan sealed by a SC licensed surveyor showing location of modular building.
- Required documents:
 - Two (2) sets of building plans stamped on each page by the South Carolina Modular Housing Authority documenting compliance with the SC Modular Construction Act.
 - Two (2) sets of plans showing permanent foundations, accessible ramps and exits stairs and other attachments to the structure.
- Letter of Service from the Public Service District

CONSTRUCTION TRAILER

- Site plan sealed by a SC licensed surveyor showing the location of the trailer on the property
- Registration with Beaufort County if trailer is to be on site one year or more. A Town of Hilton Head Island approval letter will be needed to obtain a county registration.
- Proof of sanitary facilities
- Letter of agreement to remove the unit within 10 days of issuance of CO, Temporary CO or final of associated building permit(s)
- The unit must be tied down if it is to be on site during the hurricane season (June 1 through November).

POOL

- 3 sets of construction plans
- 4 sets of site plans

IRRIGATION

- 2 sets of plans

OTHER REQUIREMENTS

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

- | | |
|--|--|
| <input type="checkbox"/> Flood Elevation Certificate | <input type="checkbox"/> GasCertificate |
| <input type="checkbox"/> Insulation Certification | <input type="checkbox"/> Velocity Zone Certification |
| <input type="checkbox"/> Mechanical Certificates | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
