



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

FOR OFFICIAL USE ONLY
Permit #: _____
Fee: _____

APPLICATION PACKET FOR COMMERCIAL BUILDING PERMIT

<input type="checkbox"/> New Structure(s)	<input type="checkbox"/> Addition	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Accessory
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Project Name: _____ Project Address: _____
 Parcel Number [PIN]: R _____
 Zoning District: _____ Overlay District(s): _____ Flood Zone: _____
 Land Owner Name: _____ Phone #: _____
 Address: _____ Email: _____
 Building #: _____ Unit #: _____ Number of Units: _____
 Change in Occupancy? Yes No

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 for all application fees and forms. 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.

Digital Submissions are highly encouraged and may be accepted via email (send to cdic@hiltonheadislandsc.gov) or other electronic means.

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

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:

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Print Name: _____ Agent Signature: _____

Company Name: _____ Date: _____

Phone No.: _____ Email: _____

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

_____ Owners Consent form for Renovation, Addition, or as advised by Staff

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