



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	
Date Received:	_____
Accepted by:	_____
Linked App. #:	_____
Project Mgr:	_____

APPLICATION PACKET FOR COMMERCIAL RENOVATION PERMIT

<input type="checkbox"/> Commercial	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Accessory
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Project Name: _____ Project Address: _____
 Parcel Number [PIN]: R _____ Project Acreage: _____
 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:

Please see www.hiltonheadislandsc.gov for Design Review Board, 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 are submitted in the beginning for all general information on the project. **Page 3 (see orange item)** is submitted for Design Review Board approval (Phase 1). **Pages 4-6 (see blue items)** are submitted to apply for the building permit (Phase 2). **Pages 7 (see purple item)** is submitted at the end of construction to obtain the Certificate of Occupancy or final sign off (Phase 3). 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.

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

**AFFIDAVIT OF OWNERSHIP AND RESPONSIBILITIES
AND
HOLD HARMLESS PERMISSION TO ENTER PROPERTY**

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. I hereby authorize _____ to act as my agent for this application only, and the application is being submitted with my knowledge and consent.
3. All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
4. Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ (address), R _____ (parcel ID) for the purpose of application review and inspection, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the Town harmless for any loss or damage to persons or property occurring on the private property during the Town's entry upon the property, unless the loss or damage is the result of the sole negligence of the Town.
6. I acknowledge that the Town of Hilton Head Island Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with the following provisions:
 - a. That any enclosed area below the base flood elevation will be used solely for parking of vehicles, limited storage or access to the building. This space will never be used for human habitation without first becoming fully compliant with the Town's Flood Damage Controls Ordinance in effect at the time of conversion.
 - b. That all interior walls, ceilings and floors below the base flood elevation will be constructed of flood resistant materials.
 - c. That all mechanical, electrical and plumbing devices will be installed above base flood elevation.
 - d. That walls of the enclosed area below base flood elevation will be equipped with at least two openings which allow automatic entry and exit of flood water. Openings will be on two different walls with at least one square inch of free area for every square foot of enclosed space and have the bottom of openings no more than a foot above grade.
 - e. That the structure may be subject to increased premium rates for flood insurance from the National Flood Insurance Program.
7. I understand that failure to abide by Town permits, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

Print Name: _____ Owner Signature: _____
 Phone Number: _____ E-mail: _____
 Date: _____

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, A.D., 2____.

 Notary Public Signature

My Commission expires: _____
 Please affix seal or stamp.