___ ___ ___ ___ ___

EMERGENCY MASTER APPLICATION
BUILD BACK TO WHAT EXISTED PRIOR TO DISASTER
COMMUNITY DEVELOPMENT DEPARTMENT

DO NOT FILL IN GREY AREAS

Project Address	**Street number:**	**Street Name:**	***Flood Zone:*** ***App:***
Lot:	**Subdivision:**_____ **Place Name:**_____	**Zoning District:** **Overlay District:**	
Parcel ID# **R**___ ___ /___ ___ ___/___ ___ ___/_____/_____		**Bldg:**	**Unit:**

Property Owner	**Applicant: Authorized Tenant or Leaseholder**
Name:	**Name**
Address:	**Address**
Address:	**Address**
Phone:	**Phone:**
Phone:	**Phone:**

Contractor	**Primary Contact**
Name:	**Name:**
Address:	**Address:**
Address:	**Address:**
Phone:	**Phone:**
Contractor License/registration #:	**Phone:**
HHI Business License #:	

Architect	**Engineer**
Name:	**Name:**
Phone:	**Phone:**
State License # :	**State License #**
HHI Business License #:	**HHI Business License #:**

PLANNING DIVISION

Single Family/Duplex

- ☐ Emergency Permitting Affidavit
- ☐ Photos of site layout (entire property- i.e. front, back & side yards)
- ☐ Building Elevations **-OR-** Photos of four sides of each building

For Damage Equal to or Greater Than 50%

- ☐ As-Built Survey **–OR-** Other Approved Documentation
- ☐ Emergency Permitting Affidavit
- ☐ Three Sets of Building Plans
- ☐ Four Complete Site Plans

Other *(i.e. Commercial, Industrial, Multi-Family)*

- ☐ Emergency Permitting Affidavit
- ☐ DPR Approval & Plans **–OR-** As-Built Survey
- ☐ DRB Approval & Plans **–OR-** Building Elevations **-OR-** Photos of four sides of each building

For Damage Equal to or Greater Than 50%

- ☐ Two Sets of Building Plans

PLANNING DIVISION APPROVAL

_____	_____	_____
SIGNATURE	**TITLE**	**DATE**

Single Family ☐	**Duplex ☐**	**Detached Garage ☐**	**Accessory ☐**	**Modular Structure ☐**
Affordable Housing ☐	**Manufactured Home ☐**	**Multifamily ☐**	**Commercial ☐**	

Detailed Description of Work

Value of Construction

Plumbing	☐	**Town assessed % of damage_____** **Total Value of Construction** **$_____**
Electrical	☐	
Heating/Air	☐	
Building	☐	

Application is hereby made for a permit to perform work as described herein. I understand that emergency permits are only issued to repair or reconstruct a structure back to the state or condition that existed immediately prior to the declared disaster. The information on this application is complete and accurate and I am authorized to submit this application. I understand that all work must be according to approved plans if required and that the repairs can not exceed the % of assessed damage established by the Town. All work will be in compliance with Town of Hilton Head Island adopted codes.

_____ _____Date_____

Signature of owner/authorized tenant/authorized agent ***Print Name***

_____ _____Date_____

Signature of Contractor of Record ***Print Name***