

New Structure(s)

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

Multi-Family

www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY	
Permit #: Fee:	

Accessory

APPLICATION PACKET FOR COMMERCIAL BUILDING PERMIT

Addition | Hotel/Motel

Project Name: I	Project Address:	,
Parcel Number [PIN]: R	-	
Zoning District: Overlay District(s):		
Land Owner Name:	Phone #:	
Address:	Email:	
Building #: U	nit #:	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 Is the work that is to be completed to include the building & area of the site that will be disturbed over.5 acres or 21,780 sq. ft.? 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 required and may be accepted via email (send to cdic@hiltonheadislandsc.gov) or other electronic means.

Building Owner Town Business License #:	Tenant Name:			
Building Owner Town Business License #:	Tenant Town Business License #:			
Building Owner:	Applicant:			
Name:	Name:	**		
Address:	Address:			
Address:	Address:			
Phone:	Phone:			
Email:	Email:			
Contractor:	Primary Contact:			
Name:	Name:			
Address:	Address:			
Superintendent Phone:	Address:			
Contractor Phone:				
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 #:			
PLEASE NOTE THAT YOU WILL UPDATE CURRENT CODE IF APPLICABLE.	ATE THE SMOKE AND CARBON MONOXID	DE DETECT	FORS TO	
	DING/ LOT INFORMATION:			
Total Lot size	Number of Elevators			
Total Pervious (sq ft) for entire lot*	Type of Exterior Materials	□ x z z zc		
Total Impervious (sq ft) for entire lot*	Fire Alarm System	YES	NO	
Heated Sq. Ft. (new or added)	Sprinklered	YES	∐NO	
Unheated Sq. Ft. (new or added)	Type of heating/air			
Number of Stories	Gas appliances			
Height Measured from BFE	Size of Liquid Propane tank			
Maximum Height Allowed**				
	Insulation (Prescriptive or			
*total pervious and impervious should Performance Base)				
add up to total lot size				
** If the proposed height is within 10% of	of the maximum allowed, a height survey will b	oe required	I once th	

** If the proposed height is within 10% of the maximum allowed, a height survey will be required once the framing is complete, prior to the rough-in inspection, showing the built height of the structure measured from the BFE

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:

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 of Hilton Head Island. 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. I, the undersigned, have read and understand the above statements. I am the **contractor in charge or authorized agent for the contractor in charge.**

Print Name:	Agent Signature:	
Company Name:		_Date:
Phone No.:	_Email:	

BUILDING PLAN REVIEW MINIMUM SUBMITTAL REQUIREMENTS

2 complete sets of plans to scale (hard copy) and 1 digital copy (The digital copy can be submitted via email to CDIC@hiltonheadislandsc.gov , either as a pdf attachment if the file size is 10MB or less, or with a
link to a dropbox) 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.
• Site plan showing existing and proposed structures, lot acreage, impervious/pervious coverage, setbacks and buffers, and elevations showing setback angles and height measured from the BFE, the OCRM Critical Line and the Town's Beachfront Line, Transition Area and Coastal Protection Area Overlays (when applicable).
 Tree protection fencing delineated and labeled along the edge of all required buffers
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 to scale and 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, H 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:(will require a separate building permit)
1 00/3 pa 3q 14 (will require a separate building permit) Elevation of Pool Deck: (will require a separate building permit)
Mechanical Certificates from Plumbing, Electric, & Mechanic Contractors
Weenamear Certificates from Flamonig, Licetic, & Meename 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):
<u></u>



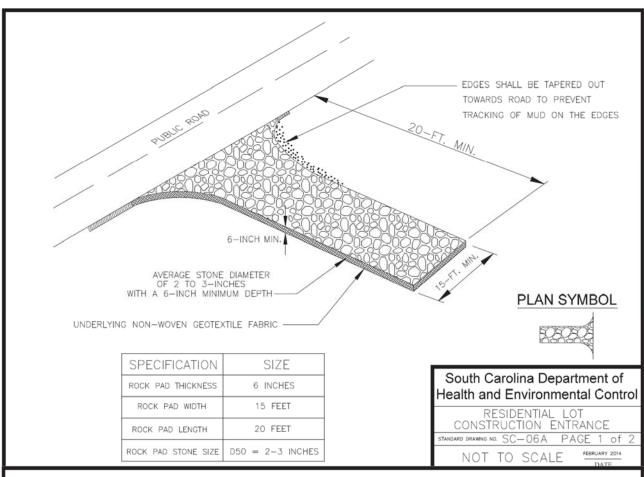
Town of Hilton Head Island

Engineering Division
One Town Center Court
Hilton Head Island, SC 29928
Phone: 843-341-4600 Fax: 843-842-8587

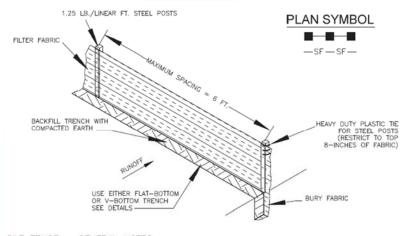
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FOR OFFICIAL USE ONLY	
Date Received:	
Accepted by:	
BLD Permit #	

STORMWATER EROSION CONTROL AFFIDAVIT		
Project Name:	Project Address:	
Owner Name:		
Parcel Number [PIN]: R		
Proposed Area of Disturbance* (
Existing Impervious Area (sq. ft.): Proposed Impervious Area (sq. ft.)	
• •	s I am the owner and or contractor responsible for job site compliance as nagement Ordinance 16-5-109 Stormwater Management and Erosion and Sedimentation Control Standards	
low/down slope side of the 2. Installation and regular may of a 2 inch to 3 inch coarse thickness, 15 foot wide an 3. Removal of sediment from and 4. Conduct no land disturbin 5. Provide temporary vegetar within 14 days of inactivit 6. Install any other best mans 7. All construction site activit Control (SCDHEC) General I understand that if the disturbed a Coastal Receiving Water as define be submitted to the town for review conduct building inspections and the	agement measures as deemed necessary by the Town of Hilton Head Island. ities must adhere to the South Carolina Department of Health and Environmental	
Signature	Print Name	
Title	Date Signed	
Note: Further documentation m	nay be required upon review of the application.	



SILT FENCE INSTALLATION

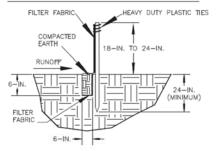


SILT FENCE - GENERAL NOTES

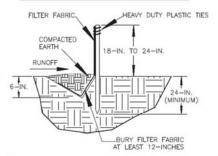
- Do not place silt fence across channels or in other areas subject to concentrated flows. Silt fence should not be used as a velocity control BMP. Concentrated flows are any flows greater than 0.5 cfs.
- 2. Maximum sheet or overland flow path length to the silt fence shall be 100-feet.
- 3. Maximum slope steepness (normal [perpendicular] to the fence line) shall be 2:1.
- 4. Silt fence joints, when necessary, shall be completed by one of the following options:

 Wrap each fabric together at a support post with both ends fastened to the post, with a 1-foot minimum overlap;
 Overlap silt fence by installing 3-feet passed the support post to which the new silt fence roll is attached. Attach old roll to new roll with heavy-duty plastic ties; or,
 Overlap entire width of each silt fence roll from one support post to the next support post.
- Attach filter fabric to the steel posts using heavy—duty plastic ties that are evenly spaced within the top 8-inches of the fabric.
- Install the silt fence perpendicular to the direction of the stormwater flow and place the silt fence the proper distance from the toe of steep slopes to provide sediment storage and access for maintenance and cleanout.
- Install Silt Fence Checks (Tie-Backs) every 50-100 feet, dependent on slope, along silt fence that is installed with slope and where concentrated flows are expected or are documented along the proposed/installed silt fence.

FLAT-BOTTOM TRENCH DETAIL



V-SHAPED TRENCH DETAIL



South Carolina Department of Health and Environmental Control

SILT FENCE standard brawing no. SC-03 Page 1 of 2 DATE NOT TO SCALE