



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
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY
Permit #: _____
Fee: _____

MISCELLANEOUS BUILDING PERMIT APPLICATION

<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial – Change of Use: <input type="checkbox"/> YES <input type="checkbox"/> NO
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Project Address: _____ Subdivision: _____
 Parcel Number [PIN]: R _____ Flood Zone: _____
 Land Owner Name: _____ Phone #: _____
 Address: _____ Email: _____
 Building # _____ Unit # _____ Number of Units: _____

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

If this application is for demolition, do you plan to build after demolition is complete? If so, please note no land disturbance, grading or clearing (other than what is approved with the demolition permit) will be permitted without a building permit for the new construction. YES NO

Fees & Forms: Please see www.hiltonheadislandsc.gov. 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.

Owners Consent: For Demolitions and Renovations, the Owners Consent Form must be submitted with this application.

Print Name: _____	Signature: _____
Company Name: _____	Date: _____

Building Owner, if different from Land Owner:		Applicant:	
Name:		Name:	
Address:		Address:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	
Contractor:		Primary Contact:	
Name:		Name:	
Address:		Phone:	
Phone:		Email:	
Email:			
Town Business License #:			
State License/registration #:			
License Group:			
Architect:		Engineer:	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	
State License #: /Town License #:		State License #: / Town License #:	
Detailed Description of Work:			
IF YOU ARE REMODELING THE INTERIOR OR ADDING SQ. FOOTAGE. PLEASE NOTE THAT YOU WILL UPDATE THE SMOKE AND CARBON MONOXIDE DETECTORS TO CURRENT CODE IF APPLICABLE.			

POOL INFORMATION		ROOF INFORMATION	
Pool/Spa Sq. Ft. _____	Material: _____	Wind Uplift: _____	
Elevation of Pool Deck _____	Amount of Fasteners: _____	Years of Guarantee: _____	
Total Pervious for Entire Lot: _____	Type of Fasteners: _____		
Total Impervious for Entire Lot: _____	Is the entire roof deck spray foamed insulated: _____		
VALUE OF CONSTRUCTION (includes materials, labor, profit)		Note: No deductions shall be made on the permit application by a general or independent contractor for value of work performed by a subcontractor.	
Plumbing	\$ _____		
Electrical	\$ _____		
Mechanical	\$ _____		
Building	\$ _____		
TOTAL	\$ _____		

Commercial Plans: 2 complete sets of plans (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)

Single Family Plans – 3 sets of plans (hard copy) and 1 additional digital copy of the site plan

Site Plan Requirement: Plans shall be to scale and include the following information on them **when applicable**– Lot Acreage, Impervious/Pervious Coverage, Heated and Un-heated square footage for each floor, Height measured from BFE, Elevations showing the setback angles, Required Setbacks and Buffers, OCRM Critical Line and the Town’s Beachfront Line, Transition Area and Coastal Protection Area Overlays. **Tree protection fencing delineated and labeled along the edge of all required buffers**

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"/> |
