



<b>FOR OFFICIAL USE ONLY</b> Date Received: _____ Accepted by: _____
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**Town of Hilton Head Island**  
**SINGLE FAMILY ADDITION APPLICATION**  
**Minimum Requirements for Submittal**

Project Address: \_\_\_\_\_

- Application
- Affidavit of Owners Consent
- Stormwater Erosion Control Affidavit
- HOA/POA Approval Letter (If applicable)
- HVAC Manuals J, S & D (If applicable)
- Window and Door DP Ratings Sheet (If applicable)
- 2 Complete sets of building plans, to scale, (hard copy) and 1 digital copy (the digital copy can be submitted via e-mail to [CDIC@hiltonheadislandsc.gov](mailto:CDIC@hiltonheadislandsc.gov), either as a pdf if the file size is 10MB or less, or with a link to a dropbox) including:
  - Dimensioned floor plans
  - Plans of all electrical work (to include electrical load calculations)
  - Structural plans showing at a minimum, foundations, wall sections and loads (including calculations)
  - A SC Engineer seal
  - Elevations (including ground floor, 1<sup>st</sup> floor and equipment) must be in NAVD 88 Datum
  - Show the height of the roof or highest roof feature measured from MSL
  - Show the required setback angles, if applicable
  - Label existing structures as “existing” and new structures as “new”
  - Label required setbacks and buffers
  - Tree protection fencing and silt fence should be delineated and labeled along the edge of all required buffers
  - Label the OCRM critical line, the Town’s Beachfront Line, Transition Area and Coastal Protection Area where applicable
- Mechanical Certificates (If applicable)
  - Gas
  - Plumbing
  - Mechanical/HVAC
  - Electrical

Is a new propane tank being installed?  Yes  No

List the total value of the improvement to include materials, labor and profit: \$ \_\_\_\_\_

List the appraised value of the structure you are adding square footage to or renovating (do not include the value of the land): \$ \_\_\_\_\_

If your improvement value is over 49% of the County assessed value of the structure or the appraised value of the structure, approval from Shari Mendrick (Floodplain Administrator) is required before the permit can be submitted. Please contact Shari at 843-341-4687 or [sharim@hiltonheadislandsc.gov](mailto:sharim@hiltonheadislandsc.gov).

By my signature, I acknowledge that I have submitted all the above required documentation. I understand that if my submittal is incomplete, it will be rejected. **Applications are not considered complete until a thorough application review has been completed and confirmed by the Town of Hilton Head and all fees are paid in full. Applications will not be processed until all required items have been submitted.** Please be sure to double check all requirements to avoid delays in processing.

Applicant Signature: _____	Date: _____
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