Town of Hilton Head Island
RENOVATION CHECKLIST
Minimum* Requirements for Submittal
*Additional information and/or documentation may be requested by the Building Official to clarify the scope of the project

Project Address: _____

☐ Application
☐ Payment of Applicable Fees
☐ Affidavit of Owners Consent
☐ HOA/POA Approval Letter (If exterior)
☐ HVAC Manuals J, S & D (If applicable)
☐ Window and Door DP Ratings Sheet (If applicable)
☐ 1 Complete set of building plans, to scale, (hard copy) and 1 digital copy (the digital copy can be submitted via e-mail to CDIC@hiltonheadislandsc.gov as a pdf if the file size is 10MB or less, labeled as "PLANS - # STREET NAME") including:
   o Dimensioned floor plans
   o Plans of all electrical work (to include electrical load calculations)
☐ If project includes wood rot repairs or renovations without layout changes, provide photographic evidence of the original condition/configuration of the spaces being renovated. Multiple photos may be required to document all components that are being renovated.
☐ Mechanical Certificates (If applicable)
   o Gas
   o Plumbing
   o Mechanical/HVAC
   o 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.

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: