



# Town of Hilton Head Island Community Development Department

One Town Center Court  
Hilton Head Island, SC 29928  
Phone: 843-341-4757 [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>
Date Accepted: _____
Accepted By: _____

Project Address: \_\_\_\_\_  New  Renovation  
 Addition  Other \_\_\_\_\_

## Single-Family Building Permit Review Checklist – Minimum Submittal Requirements

*\*Please note: other paperwork identified on the application will be required to be submitted prior to issuance of the permit but will not be required to begin the review process\**

- Application
- Affidavit of Owners Consent (*renovations and additions only*)
- Stormwater Erosion Control Affidavit (*additions and new construction only*)
- Rescheck/Energy Compliance or Prescriptive
- HVAC Manuals J, S & D (*not required for renovations with no HVAC work*)
- Window and Door DP Ratings Sheet
- Is a new propane tank being installed?  Yes  No
  
- 2 complete sets of building plans, to scale, (hard copy) and 1 digital copy (the digital copy can be submitted via email to [CDIC@hiltonheadislandsc.gov](mailto:CDIC@hiltonheadislandsc.gov), either as a pdf attachment 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*)
    - new structures require a SC Engineer seal, renovations and additions require a SC Engineer or Architect 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
  
- 2 site plans (hard copy) and 1 digital copy (*all must be in NAVD 88 Datum*)
  - 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 Costal Protection Area (where applicable) and ensure that OCRM has signed the plat

### For additions and renovations only:

- 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 below, I acknowledge that I have submitted all of the above required items. I understand that if my submittal is incomplete, it will be rejected.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name