

This guide

is to assist you in receiving a permit for a **new commercial building or addition**. The Town has established a permitting procedure to make your experience as understandable and as time-efficient as possible.

How do I get started?

At the very beginning, you should verify with Town Staff that your project is located in a zoning district that allows it! The Community Development Assistants (CDAs) will inform you of the project's land use & density regulations, and check your business license. They can answer any general questions you might have. **Please call at 843-341-4757.**

Pre-Application Meeting



It is strongly recommended that you participate in this voluntary meeting. It is a free service and all staff who will review your project will be there to answer your questions and bounce ideas off you. This includes staff familiar with building plans, zoning, development review, engineering, traffic, storm water, flood management, fire codes, & natural resources. Items submitted before the meeting are beneficial so staff can provide thoughtful comments to you during the meeting. **Applications for the meeting are available in the main lobby, on our web page, or by calling 843-341-4757.**

Project Manager



A Staff Project Manager will be assigned to you. Their role is to be your 'advocate' in moving the project through review, approval and construction as seamlessly as possible. He/she will educate you to the process, and assist you with any boards with which you might have to appear (**Planning Commission, Design Review Board, Board of Zoning Appeals, or Town Council**). He/she will also resolve any issue that arises to keep your project moving in a timely manner so you can receive a building permit quickly.

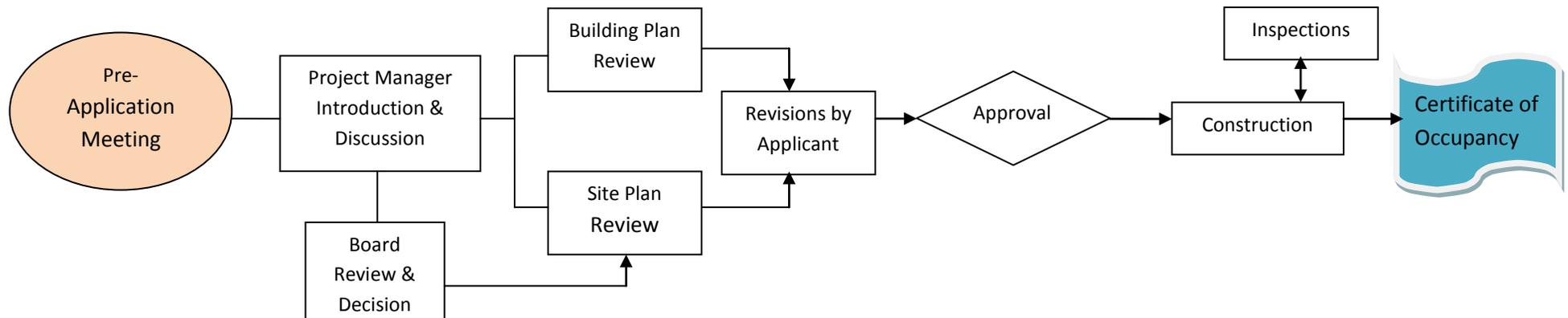
Your Project Manager is your single Point of Contact for all questions and issues throughout the entire process!

Developer's/Contractor's Role

Your role is to provide the necessary items for submittal and to communicate with your Project Manager on any revisions to these plans as quickly as possible. **Remember, you also have the ability to keep the project moving along! A quick turnaround saves you time and money!**

Site Development Plan Approval

The Project Manager will work with you to determine which items on the application must be submitted, and explain any plan that needs revision. He/she will also be your point of contact to work with other staff reviewers to resolve any issues and ensure the plans are in accordance with the Land Management Ordinance.



Building Plan Approval

The Project Manager will coordinate with you, the Building Plans Examiner and the Fire Marshal to ensure these plans are approved according to building & fire codes. He/she will also advise as to when you can submit for a Building Plan review. Typically, it is after the Site Plans have been approved, but some projects might be able to submit prior to that.

Construction & Inspections



Remaining as your single point of contact, your Project Manager will assist you after you receive your Building Permit by monitoring construction activities and inspections, and ensuring construction is done according to all codes and any conditions on the permit. **You may schedule an inspection, obtain inspections results, or cancel an inspection by calling our Voice Response System at 843-341-4677 or logging in to the web site.** Have your Permit Number and Inspection Item Number (provided on the web site). You can also leave a message for the inspector. Be sure to get a confirmation number before you hang up! **When the project is built to specifications and codes, you will be issued a Certificate of Occupancy!**

Web Information

All applications, Voice Response System, & other information can be found on the Town's web site at www.hiltonheadislandsc.gov.

Helpful Hints

- Be sure to submit all documents requested by the Project Manager to keep the project on schedule!
- If you need to appear before a board, submit the application and items as quickly as possible to be placed on the next agenda.
- The quicker you submit plan revisions back to the Project Manager, the quicker your project gets approved!
- If you need any approvals from State organizations like **OCRM** (Ocean & Coastal Resource Management), **contact them EARLY in the process!**
- Your permit fees are determined by the Project Manager according to a schedule approved by Town Council. **Fees must be paid prior to receiving any approval.**
- To see if your sub-contractors are properly licensed, you may check the State's web site at www.llr.state.sc.us or call them at 803-896-4696.
- Anyone doing business in the Town of Hilton Head Island is required to have a current business license.
- Contact us with suggestions to help improve the process!
- **Check our Town web site for Frequently Asked Questions.**

Electronic submissions are a much cheaper, quicker and easier way to process!



Commercial Construction Permitting

Your Guide to Applying for and Receiving a Permit for New Commercial Construction or Additions



Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
843-341-4757
www.hiltonheadislandsc.gov