



**TOWN OF HILTON HEAD ISLAND
COMMUNITY DEVELOPMENT DEPARTMENT**

**BUILDING DIVISION
ONE TOWN CENTER COURT
HILTON HEAD ISLAND, SC 29928
843-341-4757**

**ATTENTION: HVAC CONTRACTORS
RE: WEB PERMITTING**

As a user of the Town’s Web site, you are only allowed to obtain certain HVAC permits. No commercial permits are allowed to be obtained from the web site at this time.

Allowable HVAC Web Permits:

- **SIMPLE SINGLE FAMILY HVAC CHANGE OUTS***
- **SIMPLE MULTI FAMILY HVAC CHANGE OUTS* (note unit number in permit description)**

*HVAC CHANGE OUT: THE JOB IS CONSIDERED A CHANGE OUT IF IT MEETS ALL OF THE FOLLOWING:

- 1) SYSTEM IS THE SAME TONNAGE – (note tonnage in permit description)
- 2) SYSTEM IS STAYING IN THE EXACT LOCATION AS THE OLD SYSTEM
- 3) DUCTWORK IS NOT PART OF THE CHANGE OUT

I _____, qualifier for _____, (company name), understand that **Simple** Single Family and **Simple** Multi-Family HVAC CHANGE OUTS are the only types of HVAC web permits that are allowed by the Town of Hilton Head Island. I also understand that if I obtain a permit for a **non-allowed** web permit, my web privileges will be disabled and I am subject to citations. A proper SC State License and Town of Hilton Head Island Business License are required prior to obtaining any type of Town permit.

Date: _____ State License #: _____ Town License #: _____

Qualifier Name (please print)

Qualifier Signature

Please sign and return this notarized form to Nancy Heath, Applications/Records Manager, to activate your web permitting. If you have questions, please call her at 843-341-4663.

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, A.D., 2____

Notary Public Signature

My Commission expires: _____
Please affix seal or stamp.

**PLEASE POST YOUR PERMIT ON THE JOB SITE DURING CONSTRUCTION
TO AVOID A CITATION!**