



<b>FOR OFFICIAL USE ONLY</b> Date Received: _____ Accepted by: _____
--

**Town of Hilton Head Island**  
**NEW RESIDENTIAL AND COMMERCIAL STRUCTURES 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
- Stormwater Erosion Control Affidavit
- Encroachment Application from State/County/Town as applicable
- HOA/POA Approval Letter
- Letter of Service from the Public Service District
- Rescheck/Energy Compliance or Prescriptive
- HVAC Manuals J, S & D
- Window and Door DP Ratings Sheet
- 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](mailto:CDIC@hiltonheadislandsc.gov) as a pdf if the file size is 10MB or less, labeled as "PLANS - # STREET NAME") including:
  - Dimensioned floor plans
  - Site plan must show existing and proposed structures, lot acreage, impervious/pervious coverage and setbacks, setback angles and buffers.
  - Plans of all electrical (to include electrical load calculations), mechanical and plumbing work.
  - Structural plans showing at a minimum, foundations, wall sections and loads (including calculations)
  - A South Carolina Engineer seal
  - An Architect's seal IF the building is a commercial building that is:
    - Over two stories OR
    - Over 5,000 square feet OR
    - If the building is an Assembly Building, Institutional Building, Educational Building or Hazardous Building.
  - 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 in NAVD 88 Datum
  - Tree protection fencing
  - Appropriate silt fence should be delineated and labeled around area of disturbance, construction exit must be labeled, and concrete washout must be shown and labeled within silt fence limits
  - Label the OCRM critical line, the Town's Beachfront Line, Transition Area and Coastal Protection Area where applicable
- Mechanical Certificates
  - Gas
  - Plumbing
  - Mechanical/HVAC
  - Electrical

Is a new propane tank being installed?  Yes  No

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: _____
----------------------------	-------------