



FOR OFFICIAL USE ONLY Date Received: _____ Accepted by: _____
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**Town of Hilton Head Island
DEMOLITION 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
- HOA/POA Approval Letter
- Site plan showing silt fence, tree protection-red lined (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")
- Demolition Permit from DHEC (for commercial properties)
- PSD letter stating the water and sewer lines have been capped and inspected
- Proof of disconnection of electrical service
- Proof of disconnection/removal of gas lines (if applicable)
- Proof of septic tank removal (if applicable)

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: _____
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