



FOR OFFICIAL USE ONLY Date Received: _____ Accepted by: _____
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Town of Hilton Head Island
POOL/SPA/WATER FEATURE 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
- 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 as a pdf if the file size is 10MB or less, labeled as “PLANS - # STREET NAME”) including:
 - 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
 - Construction exit must be labeled
 - Label the OCRM critical line, the Town’s Beachfront Line, Transition Area and Coastal Protection Area where applicable
 - Location of gas heater, if applicable
- Mechanical Certificates
 - Gas
 - Electrical

Will this pool or spa be heated by a gas heater? 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: _____
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