



FOR OFFICIAL USE ONLY

Date Received: _____

Accepted by: _____

Town of Hilton Head Island
TENT/ STAGE/ BOUNCE HOUSE CHECKLIST
Minimum* Requirements for Submittal

*Additional information and/or documentation may be requested by the Building Official to clarify the scope of the project

Tent/Stage/Bounce House Address: _____

- Application
- Payment of Applicable Fees
- HOA/POA Approval Letter (if applicable)
- An approved Special Events Permits for use by more than 250 people
- Site plan showing location of the tent
- Aisle and egress plan showing all means of egress with illumination if required
- Flame resistance certification

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: _____