



Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-341-2087  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>
Permit #: _____
Fee: _____

## APPLICATION PACKET FOR COMMERCIAL BUILDING PERMIT

<input type="checkbox"/> New Structure(s)	<input type="checkbox"/> Addition	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Accessory
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Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_  
 Parcel Number [PIN]: R \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Flood Zone: \_\_\_\_\_  
 Land Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_ Number of Units: \_\_\_\_\_  
 Change in Occupancy?  Yes  No

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application.**  YES  NO

**Is the work that is to be completed to include the building & area of the site that will be disturbed over.5 acres or 21,780 sq. ft.?**  YES  NO

**Fees & Forms:** Please see [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for all application fees and forms. The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

**License Requirements:** Individuals and entities involved in the construction, repair or renovation of structures are required to comply with licensing requirements of the State of South Carolina and the Town. No contractor or sub-contractor shall begin work on a job without a business license. Both the contractor and the sub-contractor shall be subject to a suspension of his license in accordance with Section 10-1-150 of the Town of Hilton Head Island Code of Ordinances.

**Acknowledgement:** Application is hereby made to perform work on the building and accompanying features, and I am authorized to submit this application. To the best of my knowledge, information included in this application is factual and complete. I hereby agree to abide by all conditions of any approvals granted by the Town and understand that such conditions shall apply to the subject property only. I acknowledge that the Town Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with floodplain provisions. I understand that failure to abide by this approval, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

**Digital Submissions are required and may be accepted via email (send to [cdic@hiltonheadislandsc.gov](mailto:cdic@hiltonheadislandsc.gov)) or other electronic means.**

Building Owner Town Business License #:	Tenant Name: _____ Tenant Town Business License #: _____
<b>Building Owner:</b>	<b>Applicant:</b>
Name:	Name:
Address:	Address:
Address:	Address:
Phone:	Phone:
Email:	Email:
<b>Contractor:</b>	<b>Primary Contact:</b>
Name:	Name:
Address:	Address:
Superintendent Phone: Contractor Phone:	Address:
Phone:	Phone:
Email:	Email:
Contractor State License/registration #: License Group:	
Town Business License #:	
<b>Architect:</b>	<b>Engineer:</b>
Name:	Name:
Phone:	Phone:
Email:	Email:
State License #:	State License #:
Town License #:	Town License #:

**Detailed Description of Work: - IF YOU ARE REMODELING THE INTERIOR OR ADDING SQ. FOOTAGE, PLEASE NOTE THAT YOU WILL UPDATE THE SMOKE AND CARBON MONOXIDE DETECTORS TO CURRENT CODE IF APPLICABLE.**

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BUILDING/ LOT INFORMATION:			
Total Lot size		Number of Elevators	
Total Pervious (sq ft) for entire lot*		Type of Exterior Materials	
Total Impervious (sq ft) for entire lot*		Fire Alarm System	<input type="checkbox"/> YES <input type="checkbox"/> NO
Heated Sq. Ft. (new or added)		Sprinklered	<input type="checkbox"/> YES <input type="checkbox"/> NO
Unheated Sq. Ft. (new or added)		Type of heating/air	
Number of Stories		Gas appliances	
Height Measured from BFE		Size of Liquid Propane tank	
Maximum Height Allowed**			
*total pervious and impervious should add up to total lot size		Insulation (Prescriptive or Performance Base)	

**\*\* If the proposed height is within 10% of the maximum allowed, a height survey will be required once the framing is complete, prior to the rough-in inspection, showing the built height of the structure measured from the BFE**

POOL INFORMATION:	ROOF INFORMATION:	
Pool/Spa Sq Ft	Material:	Wind Uplift:
Elevation of Pool Deck:	Amount of Fasteners:	Years of Guarantee:
	Type of Fasteners:	

VALUE OF CONSTRUCTION (includes materials, labor, profit)		Certification Required from Sub-Contractor?
Plumbing	\$	
Electrical	\$	
Mechanical	\$	
Building	\$	
<b>TOTAL</b>	<b>\$</b>	

**Note: No deductions shall be made on the permit application by a general or independent contractor for value of work performed by a subcontractor.**

**Flood Hazard Areas as per International Building Code 3403.1.1:**

In flood hazard areas, any addition/alteration/improvement to an existing building or structure in a flood hazard area must come into compliance with this code section if the value of construction equals or exceeds 50% of the appraised building value. The Town requests a more detailed construction cost estimate for substantial improvement determination.

Detailed cost estimates requested?  YES  NO

Application is hereby made to perform work on the building and accompanying features, and I am authorized to submit this application. To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I understand that failure to abide by this approval, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

**LICENSE REQUIREMENTS:**

Individuals and entities involved in the construction, repair or renovation of structures are required to comply with licensing requirements of the State of South Carolina and the Town of Hilton Head Island. No contractor or sub-contractor shall begin work on a job without a business license. Both the contractor and the sub-contractor shall be subject to a suspension of his license in accordance with Section 10-1-150 of the Town of Hilton Head Island Code of Ordinances. I, the undersigned, have read and understand the above statements. I am the **contractor in charge or authorized agent for the contractor in charge.**

Print Name: \_\_\_\_\_ Agent Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

## BUILDING PLAN REVIEW MINIMUM SUBMITTAL REQUIREMENTS

\_\_\_\_\_ 2 complete sets of plans **to scale** (hard copy) and 1 digital copy (The digital copy can be submitted via email to [CDIC@hiltonheadislandsc.gov](mailto:CDIC@hiltonheadislandsc.gov), either as a pdf attachment if the file size is 10MB or less, or with a link to a dropbox) showing a minimum of:

- The location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the locally adopted Codes, ordinances and rules and regulations of the Town and State.
- Site plan showing existing and proposed structures, lot acreage, impervious/pervious coverage, setbacks and buffers, and elevations showing setback angles and height measured from the BFE, the OCRM Critical Line and the Town's Beachfront Line, Transition Area and Coastal Protection Area Overlays (when applicable).
- **Tree protection fencing delineated and labeled along the edge of all required buffers**
- Dimensioned floor plans.
- Plans of all mechanical, electrical and plumbing work.
- Structural plans showing at a minimum, foundations, wall sections and loads (including calculations).
- Detail the location, construction, size and character of all portions of the means of egress.

\_\_\_\_\_ Commercial plans must be to scale and stamped by an architect or engineer when:

- The building is over 5000 square feet in size.
- Over two stories in height.
- The occupancy classification falls into Group A, E, H or I.

\_\_\_\_\_ Certified copy of the 'Under Construction' Flood Elevation Certificate is required prior to vertical construction above the first habitable floor in A & V zones. An original Finished Construction Flood Elevation Certificate is required prior to a Certificate of Occupancy for building located in A & V zones.

\_\_\_\_\_ Zone Certification is required for all buildings located in a velocity zone.

\_\_\_\_\_ Pool/Spa Sq Ft: \_\_\_\_\_ (will require a separate building permit)

\_\_\_\_\_ Elevation of Pool Deck: \_\_\_\_\_ (will require a separate building permit)

\_\_\_\_\_ Mechanical Certificates from Plumbing, Electric, & Mechanic Contractors

\_\_\_\_\_ Owners Consent form for Renovation, Addition, or as advised by Staff

Depending upon the type of project, its construction, and its complexity, other submittals may be required during review or construction (to be designated by Town Staff):

\_\_\_\_\_  
\_\_\_\_\_



# Town of Hilton Head Island

Engineering Division  
One Town Center Court  
Hilton Head Island, SC 29928  
Phone: 843-341-4600 Fax: 843-842-8587  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
BLD Permit #	_____

## STORMWATER EROSION CONTROL AFFIDAVIT

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Parcel Number [PIN]: R \_\_\_\_\_

Proposed Area of Disturbance\* (acres): \_\_\_\_\_

Existing Impervious Area (sq. ft.): \_\_\_\_\_ Proposed Impervious Area (sq. ft.) \_\_\_\_\_

**My signature hereto signifies I am the owner and or contractor responsible for job site compliance as outlined in the Land Management Ordinance 16-5-109. - Stormwater Management and Erosion and Sedimentation Control Standards**

1. Installation and regular maintenance of silt fencing using DHEC Standard of trenching installation on all low/down slope side of the job site. Silt fence is to have an upslope return at each end no less than 5 ft; and
2. Installation and regular maintenance of stone construction entrance. Stone construction entrance shall consist of a 2 inch to 3 inch coarse aggregate stone. Construction entrance shall be a minimum of 6 inches in thickness, 15 foot wide and extend to the structure or a minimum of 20 feet in length; and
3. Removal of sediment from the street or adjacent property(ies) within (48 hrs) following such an occurrence; and
4. Conduct no land disturbing activity within 20 feet of a wetland, lagoon, beach, or other water body; and
5. Provide temporary vegetation and/or mulch on any exposed areas to provide an effective barrier from erosion within 14 days of inactivity; and
6. Install any other best management measures as deemed necessary by the Town of Hilton Head Island.
7. All construction site activities must adhere to the South Carolina Department of Health and Environmental Control (SCDHEC) General Permit SC001000.

I understand that if the disturbed area for any reason becomes greater than 21,780 square feet and/or within ½ mile of a Coastal Receiving Water as defined by SCDHEC, a formal Stormwater Management Plan (SWPPP) will be required to be submitted to the town for review and approval. I further acknowledge the Town’s Building Inspectors may refuse to conduct building inspections and the Town may issue Notices of Violation, Stop Work Orders, and/or Civil Penalties for failure to comply with the sediment and erosion control requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

*Note: Further documentation may be required upon review of the application.*

