



Town of Hilton Head Island
 Community Development Department
 One Town Center Court
 Hilton Head Island, SC 29928
 Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY
Date Received: _____
Accepted by: _____
App. #: _____
Project Mgr: _____

APPLICATION PACKET FOR **SINGLE FAMILY RESIDENTIAL CONSTRUCTION PERMIT**

<input type="checkbox"/> New Structure	<input type="checkbox"/> Addition	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Modular Structure	<input type="checkbox"/> Accessory	<input type="checkbox"/> Renovation
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Project Name: _____ Project Address: _____
 Parcel Number [PIN]: R _____ Project Acreage: _____
 Zoning District: _____ Overlay District(s): _____ Flood Zone: _____
 Land Owner Name: _____ Phone #: _____
 Address: _____ Email: _____

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

Fees:

Please see www.hiltonheadislandsc.gov for Building Plan Review and Approval fees. The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

Instructions:

This form is organized for different submissions at different times. **Pages 1-7 (see blue items)** are submitted in the beginning to apply for the building permit (Phase 1). **Pages 8-9 (see purple items)** are submitted at the end of construction to obtain the Certificate of Occupancy or final sign off (Phase 2). This form with its separate sections can be found on the Town’s Website at www.hiltonheadislandsc.gov. You may print only those pages necessary for submission.

Digital Submissions are highly encouraged and may be accepted via email (send to cdic@hiltonheadislandsc.gov) or other electronic means.

**AFFIDAVIT OF OWNERSHIP AND RESPONSIBILITIES
AND
HOLD HARMLESS PERMISSION TO ENTER PROPERTY**

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. I hereby authorize _____ to act as my agent for this application only, and the application is being submitted with my knowledge and consent.
3. All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
4. Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ (address), R_____ (parcel ID) for the purpose of application review and inspection, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the Town harmless for any loss or damage to persons or property occurring on the private property during the Town's entry upon the property, unless the loss or damage is the result of the sole negligence of the Town.
6. I acknowledge that the Town of Hilton Head Island Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with the following provisions:
 - a. Any enclosed area below the base flood elevation will be used solely for parking of vehicles, limited storage or access to the building. This space will never be used for human habitation without first becoming fully compliant with the Town's Flood Damage Controls Ordinance in effect at the time of conversion.
 - b. All interior walls, ceilings and floors below the base flood elevation will be constructed of flood resistant materials.
 - c. All mechanical, electrical and plumbing devices will be installed above base flood elevation.
 - d. Walls of the enclosed area below base flood elevation will be equipped with at least two openings which allow automatic entry and exit of flood water. Openings will be on two different walls with at least one square inch of free area for every square foot of enclosed space and have the bottom of openings no more than a foot above grade.
 - e. The structure may be subject to increased premium rates for flood insurance from the National Flood Insurance Program.
7. I understand that failure to abide by Town permits, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

Print Name: _____ Owner Signature: _____
Phone Number: _____ E-mail: _____
Date: _____

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, A.D., 2____.

Notary Public Signature

My Commission expires: _____
Please affix seal or stamp.

PHASE 1: BUILDING PLAN REVIEW (BO #: _____).

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

Detailed Description of Work:

BUILDING INFORMATION:			
Heated Sq. Ft. (new or added)		Total Impervious (sq ft)	
Unheated Sq. Ft. (new or added)		Total Pervious (sq ft)	
Number of Stories		Fire Alarm System	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of Fireplaces		Sprinklered	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of Elevators		Type of heating/air	
Type of Exterior Materials		Gas appliances	
Number of Bathrooms		Size of Liquid Propane tank	
Number of Bedrooms		Septic Tank Number	
Total Residential Rooms			
Insulation (Prescriptive or Performance Base			

POOL INFORMATION	ROOF INFORMATION:	
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	\$	
TOTAL	\$	

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: _____ **Signature:** _____
Company Name: _____ **Date:** _____

BUILDING PLAN REVIEW MINIMUM SUBMITTAL REQUIREMENTS

- _____ 3 complete sets of plans 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.
 - Dimensioned floor plans.
 - Plans of all electrical 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.

_____ Site Plans and Elevations shall contain the following information:

- Any existing structures
- Mean Sea Level (MSL) height of first habitable floor
- MSL of each additional habitable floor, or floor to floor heights
- Height of roof or highest roof feature
- Set back angles
- Required base flood elevation if the property is located in a flood hazard zone.

_____ Building Plans.

For one and two family dwellings, provide documentation that the proper design criteria was met by using one of the following: Standard for Hurricane Resistant Residential Construction (SSTD10), American Forest and Paper Assoc (AF&PA)or American Society of Civil Engineers (ASCE-7) The building official may require the plans to have the seal of a registered design professional.

_____ Any exterior changes, or interior added habitable space in one and two family dwellings will require four (4) sets of site plans with elevations drawn to scale indicating property lines, setbacks, buffer and height requirements of Title 16 of the Town Code (LMO), Chapter 5. In the Forest Beach District, a Tree Survey will be required. In other areas it may be required to be submitted.

_____ 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.

_____ Mechanical Certificates from Plumbing, Electric, & Mechanic Contractors

_____ Foundation Survey prior to poring the foundation.

_____ Construction Trailer Permit

_____ Irrigation Permit

_____ Tent

_____ Air Supported Structure

_____ Demolition Permit

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

WINDOW AND DOOR DP RATINGS PER - 2006 INTERNATIONAL RESIDENTIAL CODE

**This form is required for any construction that includes new or replacement window(s)/door(s)*

DESIGN PRESSURE VALUES LISTED IN TABLE ARE POUNDS / SQ FT (PSF)

ZONE 5 = ALL WINDOWS / DOORS THAT ARE 4 FT OR CLOSER TO A CORNER

ZONE 4 = ALL OTHER WINDOWS / DOORS

Enter number of windows and check the applicable boxes

WIND ZONE - INLAND

130 MPH (B EXPOSURE)

BASIC WIND ZONE

(MPH 3 SECOND GUST)

Mean Roof Height	ZONE (4)	# OF WINDOWS	# OF DOORS	# OF SKY LIGHTS	ZONE (5)	# OF WINDOWS	# OF DOORS	# OF SKY LIGHTS
<input type="checkbox"/> 15'	<input type="checkbox"/> DP 35				<input type="checkbox"/> DP 45			
<input type="checkbox"/> 20'	<input type="checkbox"/> DP 35				<input type="checkbox"/> DP 45			
<input type="checkbox"/> 25'	<input type="checkbox"/> DP 35				<input type="checkbox"/> DP 45			
<input type="checkbox"/> 30'	<input type="checkbox"/> DP 35				<input type="checkbox"/> DP 45			
<input type="checkbox"/> 35'	<input type="checkbox"/> DP 35				<input type="checkbox"/> DP 45			
<input type="checkbox"/> 40'	<input type="checkbox"/> DP 40				<input type="checkbox"/> DP 45			
<input type="checkbox"/> 45'	<input type="checkbox"/> DP 40				<input type="checkbox"/> DP 50			
<input type="checkbox"/> 50'	<input type="checkbox"/> DP 40				<input type="checkbox"/> DP 50			

WIND ZONE - OCEANFRONT

130 MPH (C EXPOSURE)

BASIC WIND SPEED

(MPH 3 SECOND GUST)

Mean Roof Height	ZONE (4)	# OF WINDOWS	# OF DOORS	# OF SKY LIGHTS	ZONE (5)	# OF WINDOWS	# OF DOORS	# OF SKY LIGHTS
<input type="checkbox"/> 15'	<input type="checkbox"/> DP 40				<input type="checkbox"/> DP 50			
<input type="checkbox"/> 20'	<input type="checkbox"/> DP 45				<input type="checkbox"/> DP 55			
<input type="checkbox"/> 25'	<input type="checkbox"/> DP 45				<input type="checkbox"/> DP 55			
<input type="checkbox"/> 30'	<input type="checkbox"/> DP 50				<input type="checkbox"/> DP 60			
<input type="checkbox"/> 35'	<input type="checkbox"/> DP 50				<input type="checkbox"/> DP 60			
<input type="checkbox"/> 40'	<input type="checkbox"/> DP 50				<input type="checkbox"/> DP 65			
<input type="checkbox"/> 45'	<input type="checkbox"/> DP 55				<input type="checkbox"/> DP 65			
<input type="checkbox"/> 50'	<input type="checkbox"/> DP 55				<input type="checkbox"/> DP 65			

Type of Protection for Openings

- High impact glass
- Approved shutters

Type of shutters/other

U Value: _____

Solar Heat Gain Co-efficient: _____

PRESCRIPTIVE PATH FOR COMPLIANCE WITH THE 2006 IECC

	WINDOWS AND INSULATION						FOUNDATION TYPE				
	Window U-Factor	Skylight U-Factor	Window and Skylight SHGC	Ceiling R-Value	Wood Frame Wall R-Value	Mass Wall R-Value		Floor R-Value	Basement Wall R-Value	Slab R-Value And Depth	Crawl Space Wall R-Value
Package											
Climate Zone 3	0.65	0.65	0.40	R-30	R-13	R-5		R-19	R-0	R-0	R-5/13

NOTES:

This table applies to new construction as well as additions, alterations and replacement windows and is based upon the envelope performance requirements for Climate Zone 3, Table 402.1 in the 2006 IECC, and does not reflect any state-specific amendments to the IECC. This table applies to residential buildings, as defined in the IECC, with wood framing and/or mass walls. For steel-framed buildings, refer to Section 402.24 of the IECC.

Window refers to any translucent or transparent material (i.e., glazing) in exterior openings of buildings, including skylights, sliding glass doors and glass block, along with the accompanying sashes, frames, etc.

Window and skylight U-factor and SHGC values are maximum acceptable levels. An area-weighted average of fenestration products shall be permitted to satisfy the U-Factor and SHGC requirements. Window U-Factor and SHGC must be determined from a National Fenestration Rating Council (NFRC) label on the product or from a limited table of product default values in the IECC. Up to 15 square feet of glazed fenestration is permitted to be exempt from the U-factor and SHGC requirements.

The code requires that window be labeled in a manner to determine that they meet the IECC’s air infiltration requirements; specifically, equal to or better than 0.30 cfm per square foot of window area (swinging doors below 0.50 cfm) as determined in accordance with the NFRC 400 or AAMA/WDMA/CSA 101/I.S.2/A440 by an accredited, independent laboratory.

Opaque exterior doors must meet the window U-Factor requirements. One exempt door is allowed.

Insulation R-values are minimum acceptable levels; R-19 shall be permitted to be compressed into a 2x6 cavity. R-Values for walls represent the sum of cavity insulation plus insulated sheathing.

If structural sheathing covers 25% or less of the exterior, insulated sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25% of the exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.

Supply and return ducts shall be insulated to a minimum of R-8. ducts in floor trusses shall be insulated to a minimum of R-6.

EXCEPTION: Ducts or portions thereof located completely inside the thermal building envelope.

Where there are 2 different values for basement and crawl space insulation requirements, the first R-value shall only apply to unventilated crawl spaces; \$-5 shall be added to the required slab edge R-Values for heated slabs; and floors over outside air must meet ceiling requirements.

The Code requires the HVAC system to be properly sized using a procedure like ACCA Manual J.