



Please email all documentation to [amood@hardeevillesc.gov](mailto:amood@hardeevillesc.gov)

**APPLICATION NOTES**

- >> use this application if you plan to repair or remodel the interior space of a structure/unit, (or) if you are re-roofing a structure
- >> use **Form N** if you are making exterior additions to an existing structure which would expand its footprint (sq ft)
- >> use **Form S** if your project scope is limited to installing/replacing electrical, mechanical, plumbing, and/or gas fixtures or systems
- >> while residential property owners can perform some work by themselves, all work in specialty trades (electrical, mechanical, plumbing, and gas) must be done by a licensed SC-LLR contractor
- >> all commercial projects must utilize a licensed SC-LLR contractor for any work performed
- >> all contractors must have a City of Hardeeville business license; fill out **Form B** if you need to apply for one
- >> all contractors must submit a completed **B-3 sub roster** with each building permit

**APPLICATION FEES**

Fees are usually based on the type of project and a project's valuation. In order to calculate fees, please see **Form F** or contact the City.

fee type	amount charged	when fee is due
building permit	_____	due upon release of permit;
plan review fee	_____	these two fees may be combined into one payment

**SUBMITTAL CHECKLIST**

permit type:	repair/remodel	re-roofing
application ( <i>this form</i> )	✓	✓
supporting documents or product information ( <i>if any</i> )	✓	d
two (2) sets of plans & specs by a design professional	✓	
permit fee	✓	✓
plan review fee	✓	d

legend: ✓ = required d = may be required (depends)

**SPECIFIC NOTES**

**PROPERTY INFORMATION**

street address: \_\_\_\_\_

area of city / PDD: \_\_\_\_\_

tax map parcel # \_\_\_\_\_ zoning district: \_\_\_\_\_

property size: \_\_\_\_\_  acres  square feet

flood zone: \_\_\_\_\_ base flood elev (*if in flood zone*): \_\_\_\_\_

property owner: \_\_\_\_\_

owner's phone # \_\_\_\_\_

**PROJECT INFORMATION**

who will be supervising this project on the site?

general contractor  property owner

*please provide further information on the B-3 sub roster* *residential construction only; licensed contractor(s) required for any electrical, mechanical, plumbing, and/or gas work*

project type:  repairs  remodel  re-roofing

total estimated valuation of construction: \_\_\_\_\_

*when calculating valuation, please include all material and labor costs*

construction classification:  residential  commercial

describe the scope of work in the area below:

are you adding meters or in need of temporary service?  y  n

*if yes, utility provider for site:* \_\_\_\_\_

**APPLICATION CERTIFICATION**

I have completed this form to the best of my knowledge and authorize the City of Hardeeville to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.

\_\_\_\_\_ date

applicant signature

I'm paying:  in person  by mail, e-mail, or fax (*include Form A*)