



APPLICATION NOTES

- >> use this application if you plan to construct a new building, add on to an existing building, or add an accessory use to a property
- >> use **Form R** if your project is a repair or remodeling job
- >> use **Form S** if your project scope is limited to installing/replacing electrical, mechanical, plumbing, and/or gas fixtures
- >> depending on the project, you'll be issued either a zoning permit or a building permit (or both) once the review is complete
- >> all contractors must have a City of Hardeeville business license; fill out **Form B-1** 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. Some projects may require fees that others do not.

fee type	amount charged	when fee is due
zoning permit:		due upon submittal
building permit:		due upon release of permit
plan review:		these three fees may be combined into one payment
BJWSA tap:		
dvmt / other:		due upon release of permit

SUBMITTAL CHECKLIST

project type:	building		addition		accessory unit
	res	com	res	com	
application (this form)	✓	✓	✓	✓	✓
development permit		✓		d	d
property survey or site plan	✓		✓	✓	✓
3 sets of building plans by a design professional	✓	✓	d	✓	d
res check and manual j	✓				
zoning permit fee			d		d
building permit fee	✓	✓	✓	✓	d
plan review fee	✓	✓	✓	✓	d
BJWSA tap fee	✓				
development or other fees	d	d			

abbreviations: res = residential com = commercial  
 legend: ✓ = required d = may be required (depends) o = optional

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 construction activities 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*

total estimated valuation of construction: \_\_\_\_\_  
 when calculating valuation, please include all material and labor costs

total sq ft: \_\_\_\_\_ heated: \_\_\_\_\_ unheated: \_\_\_\_\_

construction classification:  residential  commercial

select a project type below and fill in the corresponding information:

new building or  new addition  accessory unit

occupancy: \_\_\_\_\_ construction type: \_\_\_\_\_ type of unit?

# floors: \_\_\_\_\_ finished floor elev: \_\_\_\_\_  pool  shed

wind zone: \_\_\_\_\_ seismic zone: \_\_\_\_\_  exterior garage

is there a product description or model # ?  other (below)

\_\_\_\_\_

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.

\_\_\_\_\_ applicant signature \_\_\_\_\_ date

email: \_\_\_\_\_

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