



### 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** if you need to apply for one

### 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. In order to calculate fees, please see **Form F** or contact the City.

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 ( <i>this form</i> )	✓	✓	✓	✓	✓
development permit		✓		d	d
property survey or site plan	✓		✓	✓	✓
2 sets of building plans by a design professional	d	✓	d	✓	d
2 sets of building plans or drawings by owner	✓		✓		d
zoning permit fee	d		✓	✓	✓
building permit fee	✓	✓	✓	✓	d
plan review fee	✓	✓	✓	✓	d
BJWSA tap fee		✓		d	
development or other fees	d	d	d	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 Page 2 of this application* *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:

<input type="checkbox"/> new building	or	<input type="checkbox"/> new addition	<input type="checkbox"/> accessory unit
occupancy: _____	construction type: _____	type of unit?	
# floors: _____	finished floor elev: _____	<input type="checkbox"/> pool	<input type="checkbox"/> shed
wind zone: _____	seismic zone: _____	<input type="checkbox"/> exterior garage	
is there a product description or model # ? _____		<input type="checkbox"/> other ( <i>below</i> )	

### 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*)



**CONTRACTOR INFORMATION**

business name: \_\_\_\_\_  
 SC-LLR license # \_\_\_\_\_  
 City business license # \_\_\_\_\_ (if none, fill out **Form B**)  
 contact person: \_\_\_\_\_  
 preferred phone # \_\_\_\_\_  
 e-mail: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION**

- >> provide on the list below any subcontractors that will be working under your permit; each will required to be properly licensed
- >> if you need to add or change a subcontractor during construction, list them in the blank lines below or on a new sheet
- >> the City reserves the right to issue stop-work orders if unlisted or unlicensed subcontractors are found to be working on the site
- >> no certificate of compliance or certificate of occupancy shall be issued until all subcontractors are verified and fully licensed

trade	business name	SC-LLR license holder	SC-LLR license #	City business license #	cost per trade
alarm system					
building sprinklers					
cabinets					
carpentry	framing				
	interior trim				
	other				
electrician					
foundation/slab					
gas					
glass					
h.v.a.c.					
insulation					
masonry					
plumber					
roofer					
sheetrock/drywall					
site prep/clearing					
steel					
stucco					
tile					
vinyl/alum siding					