



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

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	✓		✓	✓	✓
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 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:

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.

_____ 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					