



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

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 **Page 2** of this application* *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***)



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					