



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:

<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.

_____ applicant signature _____ date
 email: _____

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