



APPLICATION NOTES

- >> use this application if you plan to demolish a structure or if you plan to install, change, repair, or remove fixtures or systems in a specialty trade (electrical, mechanical, plumbing, and/or gas)
- >> if scope of work is covered by a building permit for new construction or addition, you do not need to complete this form
- >> use **Form N** or **R** if scope of work is in non-specialty trades
- >> all work must be performed by a contractor licensed with SC-LLR
- >> 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
demolition permit \$100 per structure	_____	due upon submittal
specialty trade permit electrical, mechanical, plumbing, and/or gas	_____	due upon release of permit
plan review fee	_____	these two fees may be combined into one payment

SUBMITTAL CHECKLIST

permit type:	demolition	specialty trade
application (this form)	✓	✓
supporting documents	✓	d
two (2) sets of plans & specs by a design professional		✓
permit fee	✓	✓
plan review fee	d	✓

legend: ✓ = required d = may be required (depends)

CONTRACTOR INFORMATION

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

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 # _____

DEMOLITION PROJECTS

of structures to be demolished: _____ full demo partial
 include the following if requested: >> asbestos abatement report
 >> utility disconnect letter >> DHEC notification letter

SPECIALTY TRADE PROJECTS

project type: new installation addition replacement
 repairs/upgrade removal other

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

construction classification: residential commercial

specialty trade: electrical mechanical plumbing or gas

scope of work: _____

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**)

Office Notes Only: INCODE # _____ received on: _____ by: _____

PR done on: _____ by: _____ BP issued on: _____ by: _____