



# Form S

## SPECIALTY TRADE PERMIT APPLICATION

Please email all documentation to [amoodly@hardeevillesc.gov](mailto:amoodly@hardeevillesc.gov)

### 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

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 # \_\_\_\_\_  
 email address: \_\_\_\_\_

### 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: \_\_\_\_\_