

Town of Hilton Head Island

One Town Center Court
Hilton Head Island, SC 29928

Media Release

Date: November 15, 2016

Contact: 843-341-4757

Re: **UPDATED - Additional Information Regarding Emergency Permits**

- Owner affidavits will be required for every repair permit. A copy of the form is available on the Town's website at www.hiltonheadislandsc.gov
- Mechanical certificates will not be required at time of repair permit submission but will be required prior to the first inspection.
- If damage extends to engineered systems, including floor trusses and roof trusses, engineered repair documentation will be required.
- If structural framing is damaged within the enclosed building envelope the Town will require documentation of the repairs to be made at permit submission. Examples are:
 - Original architectural plans with the areas of damage indicated. Some POA's may have copies of the original plans.
 - If original plans are not available, the Contractor may submit one of the following:
 - A drawing of a simple cut through detail showing the affected area and same for same replacement; or
 - Stamped architectural drawings of the areas to be repaired; or
 - An architect's or engineer's letter, stamped, describing the damage and methods of repair if repairs are minor.

Cc: **Stephen G. Riley, ICMA-CM, Town Manager**