



NEW CONSTRUCTION PERMIT & SURVEY PROCEDURES

Clearing Permit

1. Put tree protection in place (requirements are outlined in the Pre-Construction Packet)
2. String the foundation including decks, pool and driveway using different colors for different areas. If this cannot be done due to an overgrown lot, please notify the ARB.
3. String the property lines and stake the corners.
4. Only the trees approved for removal should be marked with red tape.
5. Contact the ARB to schedule a site visit once items 1-4 have been met.
6. After a successful site inspection, the Clearing Permit will be issued and is valid for 45 days.

Foundation Permit

1. Once clearing is complete, re-string the foundation, including property lines, and stake the property corners. Please note: footers may be dug prior to a successful ARB site inspection and the stringing of property lines need to remain throughout construction.
2. Ensure all tree protection is in place.
3. Install silt fencing around the entire property (especially for homes on the lagoon/lake) as well as mulch or gravel at the entrance of the jobsite connecting to the street. Nearby drainage inlets should also be protected.
4. Place a 2' x 6' color and materials board on the building site in full view of the street (a sample is included in the Pre-Construction Packet). Proposed colors and materials do not need to be shown on the board yet.
5. Provide a receipt from the Broad Creek PSD and a copy of the Town of HHI Building Permit.
6. Once items 1-5 have been met, contact the ARB to schedule a site visit. Once all has been reviewed and approved by the ARB, the Foundation Permit will be issued and is valid for 45 days.

Building Permit & Roofing Approval

1. Provide a foundation survey and elevation certificate, certified by a registered surveyor, verifying the following: 1) the approved site of the house, 2) that all building setbacks have been met and 3) verifying the first floor elevation.
2. Once those items have been met, reviewed, and approved by the ARB, the Building Permit will be issued and is valid for 12 months.
3. Final approval of colors (including roof color) will be granted following a successful ARB inspection of the on-site color and materials board once the ARB has been notified that the board is ready for review. Final inspection of the approved color board must be requested when colors/materials are up on the house before removing the board from the property.
4. Upon completion of framing and prior to the installation of shingles, provide a height survey, certified by a registered surveyor, for structures with a second floor living space.
5. The height survey must meet or be below the Palmetto Dunes 47 foot above mean sea level height restriction.
6. Once items 3 - 5 have been met, roof shingles may be installed.
7. Driveway must be reviewed by the ARB prior to installation of material. String out the proposed driveway and contact the ARB to schedule a site visit.

Pool Permit

1. Once construction is well under way, string out the proposed pool and pool deck and contact the ARB to schedule a site visit. The stringout of the property lines should still be present and will need to remain throughout construction.
2. Provide a copy of the Town of HHI Pool Permit.
3. Provide samples for all pool material, including decking, to the ARB for approval.
4. Final approval of the pool will be granted after a successful ARB site inspection and approval of material.
5. Once items 1 - 3 have been met the pool permit will be issued and is valid for 4 months.



Final Inspection & Return of Compliance Deposit

1. Provide a written request for final inspection, by the homeowner, within 30 days of completion of the project.
2. **Provide a signed Two Habitable Stories Acknowledgement Form.**
3. Provide a copy of the As-Built Survey (required for new construction, additions, or renovations if the footprint changes).
4. Provide a copy of the completed Elevation Certificate.
5. Provide a copy of the Certificate of Occupancy.
6. Provide photographs of all four sides of the home.
7. Provide a certified drainage plan with written notification by the professional that it was designed and constructed according to the ARB's Design and Construction Guidelines (D&CGs) standards, as well as per the approved plan, and is in good working order.
8. Confirmation that all landscaping has been completed, as per the approved plans. Landscaping is not given final approval until a successful final inspection.
9. Provide a .pdf of the final construction approved plans, with all approved change requests incorporated in it, in 8 ½ x 11 format.
10. If the project is not completed at the time of the final inspection and subsequent inspections are necessary, they will be assessed at \$50.00 each.
11. Once items 1 – 9 are met, reviewed, and approved, the compliance deposit will be returned to the owner.
12. If a final inspection hasn't been requested by the homeowner after 60 days, then such deposit will be non-refundable and retained by the ARB.
13. If a final inspection hasn't been requested prior to selling of the home, the compliance deposit does not carry over, nor does it get returned, once the name on the deed changes.