



Application for Remodeling & Renovation

Seascape is considered a commercial property by the Town of Hilton Head. Any work done by an owner can impact other owners. Additionally, renovations that either upgrade or change the electrical, plumbing systems, HVAC, or exceeds \$5,000 require a general contractor must have a permit issued by the Town of Hilton Head Island.

The Board of Directors (BOD) of Seascape has an obligation to its owners to ensure that all work performed does not pose a safety risk, maintains the integrity of the building, and enhances the property's value. Therefore, this process was developed.

Approvals

Before any modifications to the unit, the attached form must be completed and sent to IMC Resort Services, Inc. IMC can help you determine if the Town requires a permit. Please note:

- You are responsible for obtaining and displaying the necessary permits.
- Only licensed tradespersons can be used.
- IMC Resort Services, Inc. and the BOD must approve any alterations to common elements, decks, balconies, windows and doors. This may require approval of all impacted parties.
- Each owner is personally responsible for any damage caused directly or indirectly from the renovations.

Refuse Management

- Only a dump trailer is allowed, and it must be dumped every other day. Trailer contents must be covered with a tarp. Placement on the property will be determined by IMC Resort Services, Inc.
- The worksite is to be cleaned up daily. The storing of items/debris outside the villa or in any common space is not permitted. Owners will be charged for any repairs or cleanup of the common property necessitated by their construction.

Completion

- Upon completion, the owner shall notify IMC Resort Services, Inc. If a permit was required, the permit report from the Town of Hilton Head indicating the work has passed their final inspection must be provided. A final inspection to verify compliance with rules and regulations may be required.

Enforcement

- Owners may be fined for violations such as starting work before getting approval or placing construction refuse in the community dumpster.

The Board may, from time to time, amend, modify, or revise these provisions, including the procedures for submitting, reviewing, and approving. No rule will be binding upon the owners until the Board has given notice to the owners. Please share these requirements with your contractor.

If you have any comments or suggestions, please contact IMC Resort Services, Inc. at (843) 785- 4775.



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Owners Name: _____

Home Address: _____

City, State, Zip: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Villa Number: _____

Submittal Date: _____

Anticipated Start Date: _____

Description of Proposed Renovation (including drawings – may be provided on a separate page):

Copy of:

Town of Hilton Head Permit

Permission to Proceed: _____
(date)

I agree with/to all Conditions for Review and Approval. I understand that I am responsible for all maintenance and repair of the requested modification.

I request that my application be approved.

- Contractor's Name
- Contractor's License Number (copy of License Attached)
- Contractor's Insurance Coverage (copy of coverage attached)
- Dump Trailer in use: yes/no
- Estimated Completion Date (to close this file)