

Regime Modification Check List

January 2011 Revision

- Review your regime governing documents to determine ownership
- Contact your regime board of directors
- Contact your regime property manager regarding submittals and receive approvals.
- Contact ARB regarding submittal requirements and receive approvals.
843-768-3419 or www.kiawaharb.com
- Assure building professionals have the following:
 - Town of Kiawah business license- 843-768-9166 or
www.kiawahisland.org/OnlineServices/Applyforabusinesslicense.aspx
 - Kiawah Island gate pass- 843-768-8240 or
www.kica.us/PDFs/MemberForms/2010GateAccessPolicy.pdf
 - KICA encroachment permit- 843-768-9194
- Obtain Kiawah ARB permit : 843-768-3419 or www.kiawaharb.com
- Obtain Charleston County permit- 843-202-6930 or
www.charlestoncounty.org/departments/buildinginspections/index.htm
- Sign off on any regime required paperwork that relates to exterior modifications and/or contractors (Permitted Hours of Work, Clean-Site Rules, Parking Availability, etc.)
- Register with Charleston County RMC office, if necessary- 843-958-4800 or
www.charlestoncounty.org/Departments/RMC/index.htm
- Check with your personal insurance provider to assure proper coverage for the new modifications.
- Contact ARB office for inspection and release of any construction deposits once the project is complete.