

THE TOWN OF SELBYVILLE
BUILDING PERMIT APPLICATION
(PERMITS VALID FOR 12 MONTHS)

1. DATE _____ APPLICATION NUMBER _____
2. NAME OF APPLICANT(S) _____ Signature _____
Address: _____ Phone # _____
3. LOCATION OF PROPERTY: (A) LOT NO. _____ (B) BLOCK NO. _____ *Note-New Construction
(C) STREET _____, (D) SUBDIVISION _____ Need a Energy Compliance
Sheet-Residential or
Commercial.
(E) STREET SIDE _____ N, _____ E, _____ W, _____ S.
(F) SEWER TO LOCATION _____ Y _____ N (G) WATER TO LOCATION _____ Y _____ N
4. PRESENTLY ZONED AS:
RESIDENTIAL: R1 _____ R2 _____ R3 _____ R4 _____ *Is this Property in a
MOBILE HOME _____ DUPLEX _____ MULTI-FAMILY _____ Flood Zone
HISTORIC RESIDENTIAL _____ HISTORIC BUSINESS _____
GENERAL COMMERCIAL _____ INDUSTRIAL PARK _____ Yes or No
NEIGHBORHOOD COMMERCIAL NC _____
5. SIZE OF PROPERTY: (A) FRONTAGE _____, (B) DEPTH _____
(C) SQUARE FOOTAGE APPROX. _____
6. TYPE OF BUILDING _____ PRIVATE HOME _____ INDUSTRIAL _____ RETAIL _____
7. TYPE OF CONSTRUCTION _____ 8. SIZE OF BUILDING SQ. FOOTAGE _____
9. HEIGHT OF BUILDING _____ NO. OF STORIES _____
10. NUMBER OF BEDROOMS _____ BATHROOMS _____
11. BUILDER=S NAME/ADDRESS _____
12. COST OF CONSTRUCTION/RENOVATION _____ (All construction must be in accordance with
Ordinance #61 International Building Code) (ATTACH COPY OF CONTRACT, PROPOSAL, BID, ETC.) INT _____
13. STARTING DATE _____ COMPLETION DATE _____
(SITE PLAN INCLUDING DRIVEWAY LOCATION & MATERIALS IS NECESSARY BEFORE APPROVAL) INT _____
14. SITE PLAN - NEW CONSTRUCTION OR ADDITIONS REQUIRE A SITE PLAN SHOWING BUILDINGS OR
STRUCTURES WITH SETBACKS, DIMENSIONS, HEIGHTS. ALL DRIVEWAYS MUST BE HARD SURFACE IE. HOT
MIX, CONCRETE OR BRICK PAVERS. HISTORIC DISTRICT GUIDELINES ATTACHED WILL BE STRICTLY
ADHERED TO:
A foundation survey is required to be submitted prior to Foundation Inspection. INT _____
15. PERMIT COSTS: (TO BE SUBMITTED WITH THIS APPLICATION) (SEE SECOND PAGE)

* IMPACT FEES FOR RETAIL AND INDUSTRIAL CONSTRUCTION ARE BASED ON THE CRITERIA OF
THE WATER & SEWER ORDINANCES.

VACANT LOTS IN THE TOWN OF SELBYVILLE DO NOT NECESSARILY HAVE WATER & SEWER TAPS TO
THE PROPERTY. THERE MAY BE ADDITIONAL COSTS ASSOCIATED WITH TYING INTO THE TOWN=S
WATER & SEWER. PLEASE INQUIRE AT THE TOWN HALL IMMEDIATELY UPON FILING THE
APPLICATION FOR A REVIEW OF YOUR PROPERTY & LOCATION OF THE NEAREST TIE-INS TO WATER
& SEWER TO YOUR PROPERTY.

Form revised 10/1/07

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Town of Selbyville
Permits and Fees Schedule

Sewer Impact Fee	\$2,500.00	(One EDU)
Sewer Permit Fee	\$ 15.00	
Water Impact Fee	\$2,500.00	(One EDU)
Water Meter & Accessories	\$ 690.00	
Double Water Meter Pit	\$1,280.00	
Building Inspections:		
Application Fee	\$ 25.00	
Inspection Fee	\$ 25.00	
Permit Fee	1.00 percent total cost of Const.	

A fee shall be charged for plan review and inspection for each one and two family dwelling, according to the following schedule:

Square Footage	Fee
000 - 599	\$144.00
600 - 2349	\$246.00
2350 - 2999	\$276.00
3000 - 3499	\$306.00
3500 - 3999	\$336.00
4000 - 4499	\$366.00
4500 - 4999	\$396.00
5000 - above	\$456.00

Square footage is based on the area to be constructed and/or to be renovated. The above fee schedule provides plan review and up to five on-site inspections. Any additional inspections required shall be charged \$44.00 per visit.

A fee of \$144.00 will be charged for modular homes. If any additions (garages, porches, etc.) are added the fee will be \$205.00.

Any building over 400 square feet a fee of \$144.00 will be charged. If more than four (4) inspections are required an additional fee of \$44.00 per additional inspection will be charged.

Any unattached buildings with less than 400 square feet do not require a square footage inspection.

Revised 4/10/15

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SELBYVILLE
BUILDING CODE DEPARTMENT

PLAN REVIEW & INSPECTION PROCEDURES

There will be six (6) inspections made in the following order:

1. PLAN REVIEW

A REVIEW OF THE BUILDING PERMIT APPLICATION, SITE PLANS AND CONSTRUCTION DRAWINGS.

2. FOOTER INSPECTION

TO BE MADE PRIOR TO PLACING CONCRETE IN ALL FOOTERS, PIERS, SLABS, ETC. WHEN ALL TRENCHES, FORMS & REINFORCEMENTS ARE IN PLACE (IF APPLICABLE).

3. FOUNDATION INSPECTION

TO BE DONE BEFORE ANY FRAMING BEGINS. A Foundation survey is required to be submitted prior to Foundation Inspection.

4. FRAMING INSPECTION

TO BE MADE AFTER THE ROOF, ALL FRAMING, DRAFTSTOPPING, BRACING AND FIRESTOPPING IS IN PLACE AND ALL PIPES, CHIMNEYS, ELECTRICAL WIRING AND VENTS ARE COMPLETE AND BEFORE INSULATING.

5. INSULATION

TO BE DONE AFTER ELECTRICAL & PLUMBING HAS BEEN DONE AND STICKERS ARE IN PLACE BY SUSSEX COUNTY BUILDING INSPECTORS. AND ALL INSULATION IS PROPERLY INSTALLED.

6. FINAL INSPECTION

TO BE MADE AFTER THE BUILDING IS COMPLETED, STOCKED AND READY FOR OCCUPANCY. CERTIFICATE OF OCCUPANCY WILL BE ISSUED AFTER FINAL INSPECTION FROM ELECTRICAL, PLUMBING, STATE FIRE MARSHAL'S OFFICE; SUSSEX SOIL CONSERVATION AND DELDOT ENTRANCE APPROVAL WITH WRITTEN APPROVALS FROM ALL AFOREMENTIONED AGENCIES. OCCUPANCY PERMIT FROM COUNTY IS REQUIRED ON ALL COMMERCIAL CONSTRUCTION BEFORE TOWN WILL ISSUE AN OCCUPANCY PERMIT.

TWENTY-FOUR (24) HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS

Phone Number for Inspections 302-436-8314

SIGNATURE _____ DATE _____

PLEASE NOTE; ANY ADDITIONAL INSPECTIONS REQUIRED SHALL BE \$44.00 PER VISIT.

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ATTENTION ATTENTION ATTENTION

FROM THE OFFICE OF THE STATE FIRE MARSHALL

The following Code will be enforced as of January 8,
2001.

**SECTION 316
SMOKE DETECTORS**

316.1 Smoke detectors required to be installed in each sleeping Room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the dwelling, including basements and cellars but not including crawl spaces and uninhabitable attic. In dwellings or dwelling units with split levels, a smoke detector need be installed only on the upper level, provided the lower level is less than one full story below the upper level, except that if there is a door between levels, then a detector is required on each level. FOR ALL NEW CONSTRUCTION OR MAJOR RENOVATION: All detectors shall be interconnected such that the actuation of one alarm will actuate all the alarms in the individual unit and shall provide an alarm which will be audible in all sleeping areas. All detectors shall be approved and listed and shall be installed in accordance with the manufacturer's instructions.

316.1.1 Alterations, repairs and additions. When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the entire building shall be provided with smoke detectors located as required for new dwellings; the smoke detectors are not required to be interconnected unless other remodeling considerations require removal of the appropriate wall and ceiling coverings to facilitate concealed interconnected wiring.

316.2 Power source. Required smoke detectors shall receive their primary power from the building wiring when such wiring is served from a commercial source and when primary source is interrupted shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection. Smoke detectors may be battery operated when installed in buildings without commercial power.

April 21, 2003

Memorandum

To: All Licensees

From: Board of Professional Land Surveyors

Subject: 1) Professional Seals, Rubber Stamps and Signature
2) Compliance with Minimum Standards

The Board of Professional Land Surveyors has recently been informed that some licensees are routinely using a rubber stamp seal on their plans. Please be advised that as per 24 Delaware Code, Section 2706 Paragraph 18.1 a raised seal shall be used wherever possible. A rubber seal may be used with red ink only when a raised seal cannot be used.

The Board also reminds you that per 24 Delaware Code Section 2706 Paragraph 18.3 all signatures must be originally hand written.

The Board has also been informed that some Subdivision Plans, Site Plans & Land Development Plans are being prepared and submitted without regard to the Minimum Technical Standards for licensees as described in 24 Delaware Code, Section 2706, Paragraph 12.2. When preparing a plan that delineates the boundary of a property, it is incumbent upon the licensee to prepare these plans in conformance with the Minimum Technical Standards. These Standards include, among other items, setting monuments at all corners unless a suitable monument already exists.

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INSPECTION RECORD

JOB NAME

PLAN REVIEW

DATE

FOOTER INSPECTION

DATE

FOUNDATION

DATE

FRAMING

DATE

ENERGY

DATE

FINAL

DATE

Please note: ANY COMMERCIAL PROPERTY BEFORE THE TOWN DOES A
FINAL INSPECTION _ TOWN NEEDS A LETTER THAT THE FIRE
MARSHALL INSPECTION HAS BEEN DONE.