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

Revised 4/3/23

1. DATE _____ BUILDING PERMIT NUMBER _____

2. NAME OF PROPERTY OWNER(S)_____Signature_____
Address:_____Phone #_____
Email Address:_____

3. LOCATION OF PROPERTY: (A) LOT NO._____ (B) BLOCK NO._____
(C) STREET_____,(D) SUBDIVISION _____
(E) Tax Map & Parcel #_____
(F)STREET SIDE____N,____E,____,W,____S
(G) SEWER TO LOCATION___Y___N (G) WATER TO LOCATION___Y___N

*Note-New Construction Needs an Energy Compliance Sheet - Residential or Commercial

4. CURRENTLY ZONED AS:

RESIDENTIAL: R1____ R2____ R3 ___ R4____
MOBILE HOME_____ DUPLEX_____ MULTI-FAMILY ____
HISTORIC RESIDENTIAL_____ HISTORIC BUSINESS _____
GENERAL COMMERCIAL _____ INDUSTRIAL PARK _____
RPC OVERLAY DISTRICT_____

Is this Property in a Flood Zone
____ ____
Yes or No

5. SIZE OF PROPERTY: (A) FRONTAGE_____, (B) DEPTH _____
(C) APPROX. SQUARE FOOTAGE _____

6. TYPE OF BUILDING: PRIVATE HOME_____INDUSTRIAL_____RETAIL_____

7. TYPE OF CONSTRUCTION _____ 8. SIZE OF BUILDING SQ. FOOTAGE _____
_ Patio Pavers/Walkways encroaching in the BRL must have a letter of approval from HOA

9. HEIGHT OF BUILDING_____ NO. OF STORIES_____

10. NUMBER OF BEDROOMS_____BATHROOMS_____

11. BUILDER'S NAME/ADDRESS/Ph#_____
_____

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 (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 UTILITY. 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.

ALL COMMERCIAL PERMITS MUST SUBMIT AN APPROVED FIRE MARSHAL REPORT W/ APPLICATION

1 West Church St.
P.O. Box 106
Selbyville, Delaware 19975
302-436-8314
302-436-8018 Fax

The Town Of Selbyville

Mayor
Richard A. Duncan, Sr.
Council
Dr. Carol R. Cary
Monroe B. Hudson, Jr.
Chris S. Snader, Sr.
Gary L. Steffen
Town Administrator
Stacey L. Long

On Monday, May 1, 2023, the Mayor & Council of the Town of Selbyville passed an ordinance to amend the Code of the Town of Selbyville to include a requirement that a Town Business License must be obtained for any person, without an establishment located within Town limits, who is engaged for profit in selling any and all merchandise and/or given commodities and/or in providing facilities, services, rental units and/or food service anywhere within the Town limits.

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INT_____

Town of Selbyville
Permit and Fee Schedule

Sewer Impact Fee	$3,500.00	(Per EDU)
Sewer Permit Fee	$ 15.00	
Water Permit Fee	$ 15.00	
Water Impact Fee	$3,500.00	(Per EDU)
Water Meter Pit & Accessories	$1,300.00	(3/4" meter)
Double Water Meter Pit w/ 2 meters	$2,100.00	(3/4" meter)
w/ 1 meter	$1,650.00	(3/4" meter)
Irrigation Meter (Double meter pit must already be installed)	$ 410.00	(3/4" meter)
1" Meter Pit & Accessories	$1,550.00	
1 ½" Meter Pit & Accessories	$4,800.00	
2" Meter Pit & Accessories	$5,500.00	

Residential Building Permit Review & Inspections:

Application Fee	$50.00
Inspection Fee	$65.00 (per inspection)
Permit Fee	1.50% total cost of Const.

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

Square Footage	Fee
000 - 599	$180.00
600 - 2349	$307.50
2350 - 2999	$345.00
3000 - 3499	$382.50
3500 - 3999	$420.00
4000 - 4499	$457.50
4500 - 4999	$495.00
5000 - above	$570.00

Square footage is based on the area to be constructed and/or to be renovated. Any additional inspections required shall be charged $65.00 per visit.

A fee of $250.00 will be charged for modular homes. If any additions (garages, porches, etc.) are added the fee will be $305.00.

Any residential buildings over 400 square feet, a fee of $250.00 will be charged and each inspection required will be $65.00 per inspection.

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

Commercial Building Permit Review & Inspections:

Application Fee	$75.00
Review Fee:	$100 per hour (estimate will be given at time of permit review)
Inspection Fee	$100.00 (per inspection)
Permit Fee	1.50% total cost of Const.

ATTENTIONATTENTION**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.

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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 RE-INSPECTIONS SHALL BE $75.00 PER VISIT.

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INSPECTION RECORD

_____
JOB NAME

_____ _____
PLAN REVIEW DATE

_____ _____
FOOTER INSPECTION DATE

_____ _____
FOUNDATION DATE

_____ _____
FRAMING DATE

_____ _____
ENERGY DATE

_____ _____
FINAL DATE

PLEASE NOTE:

THE TOWN MUST HAVE A LETTER STATING THE FIRE MARSHAL INSPECTION HAS BEEN DONE BEFORE THE TOWN CONDUCTS A FINAL INSPECTION ON ANY COMMERCIAL PROPERTY