

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

Revised 2/14/24

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. \_\_\_\_\_ \*Note-New Construction  
(C) STREET \_\_\_\_\_, (D) SUBDIVISION \_\_\_\_\_ Needs an Energy Compliance  
(E) Tax Map & Parcel # \_\_\_\_\_ Sheet - Residential or Commercial  
(F) STREET SIDE \_\_\_\_\_N, \_\_\_\_\_E, \_\_\_\_\_W, \_\_\_\_\_S  
(G) SEWER TO LOCATION \_\_\_\_\_Y \_\_\_\_\_N (G) WATER TO LOCATION \_\_\_\_\_Y \_\_\_\_\_N

4. CURRENTLY ZONED AS:

RESIDENTIAL: R1 \_\_\_\_\_ R2 \_\_\_\_\_ R3 \_\_\_\_\_ R4 \_\_\_\_\_ \*\*Is this Property in a  
MOBILE HOME \_\_\_\_\_ DUPLEX \_\_\_\_\_ MULTI-FAMILY \_\_\_\_\_ Flood Zone\*\*  
HISTORIC RESIDENTIAL \_\_\_\_\_ HISTORIC BUSINESS \_\_\_\_\_ Yes or No  
GENERAL COMMERCIAL \_\_\_\_\_ INDUSTRIAL PARK \_\_\_\_\_  
RPC OVERLAY DISTRICT \_\_\_\_\_

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

INT \_\_\_\_\_



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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.

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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. SLAB INSPECTION

5. 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.

6. 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.

7. 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

\_\_\_\_\_  
SLAB INSPECTION

\_\_\_\_\_  
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**