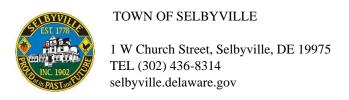


## New Business in Existing Building:

Name:			
Mailing Address:	City	State	Zip_
Phone #:	Email:		
PROPERTY OWNER Information	on (if different from above)		
Name:			
Mailing Address:	City	State	Zip_
Phone #:	Email:		
PROPERTY Information			
Physical Address:	Tax Map Parcel #:		
Zoning District:C	urrent/Prior Use:		
Square Footage of Property:	Frontage:	Depth:	
Square Footage of Parking Lot:			
Attach survey of property if available	Employees: Customers: Handicap:		



BUSINESS Information
Proposed Name of Business:
Type of Business and description:
Proposed # of Employees:Proposed Hours of Operation:
Check below if business will be in entire building or single unit
ENTIRE BUILDING UNIT
Square Footage of Building/Unit:
If the proposed use results in an increase in water usage, you may be required to purchase additional water and sewer EDU's and a larger water meter.  Water EDU's \$4,250 ea.  Sewer EDU's \$4,250 ea.
Items to be attached to this application:
☐ Letter from the property owner, if different than the applicant, authorizing submission of the

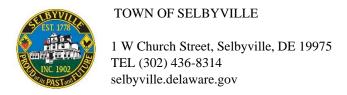
Interior/exterior renovations that change the square footage or existing footprint of the building/unit will require a Town and County building permit with sealed drawings by a

Delaware registered architect or Delaware licensed professional engineer

application

Floor Plan of Proposed BusinessParking Plan of Proposed Business

☐ Description of all Proposed Renovations



## Steps to Open a New Business in an Existing Building

STEP 1:	Fill out New Business application and submit to the Town
	Submit Application to the Town Manager for review  Do not proceed with Steps 3-9 until after Town Manager has reviewed the completed application
	Submit plans to all applicable agencies  Delaware State Fire Marshal's Office (302-856-5600)  DE Dept. of Transportation (302-760-4803) (only if on a State Maintained Road)  Dept. Public Health (302-744-4546) (only if proposed use is food related)
	Submit a Town Building Permit Application w/ applicable fees and agency approvals If in a Historic District, must obtain approval from the Historic District Commission If a building permit is not needed, you will need to fill out a certificate of occupancy application
STEP 5:	Submit a Sign Permit Application w/ applicable fee
STEP 6:	Receive a building permit from the Town and County
STEP 7:	Schedule required inspections with the Town
STEP 8:	After passing the Final Inspection you will receive a Certificate of Occupancy

STEP 9: Submit Town of Selbyville Business License w/ applicable fee