



TOWN OF SELBYVILLE

1 W Church Street, Selbyville, DE 19975  
TEL (302) 436-8314  
selbyville.delaware.gov

**DATE OF APPLICATION:** \_\_\_\_\_

## *New Business in Existing Building:*

### **APPLICANT/BUSINESS OWNER Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY OWNER Information (if different from above)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY Information**

Physical Address: \_\_\_\_\_ Tax Map Parcel #: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Current/Prior Use: \_\_\_\_\_

Square Footage of Property: \_\_\_\_\_ Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

Square Footage of Parking Lot: \_\_\_\_\_ # of Parking Spaces for:

Employees: \_\_\_\_\_

Customers: \_\_\_\_\_

Handicap: \_\_\_\_\_

***Attach survey of property if available***



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**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 application
- ☐ Floor Plan of Proposed Business
- ☐ Parking Plan of Proposed Business
- ☐ Description of all Proposed Renovations
  - 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



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

STEP 1: Fill out New Business application and submit to the Town

STEP 2: Submit Application to the Town Manager for review

- ☐ Do not proceed with Steps 3-9 until after Town Manager has reviewed the completed application

STEP 3: 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)*

STEP 4: 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