



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: _____

Attach survey of property if available

Customers: _____

Handicap: _____



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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 \$4,500 ea.

Sewer EDU's \$4,500 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