

CITY OF SEAFORD CODE DEPARTMENT

BUILDING PERMIT APPLICATION

Type of Construction: (Check all that apply) ☐ New Building ☐ New Shell Building ☐ Site Work ☐ Existing Building – Addition ☐ Existing Building – Repair ☐ Existing Building – Alteration / Tenant Fit Out ☐ Accessory Building (Shed, Detached Garage) ☐ Residential - Single Family Home ☐ Residential - Two Family (Duplex, Twin) ☐ Residential - Multi-Family (Townhome, Apartment)	Description of Work: _____ _____ _____ _____ _____ _____
Project Street Address or Tax ID #:	Construction Cost: (Attach Copy of Contract or Estimate) \$

Contacts	Name	Address	Phone Number (s)
Property Owner			
Contractor			
Delaware Licensed Electrician			
Delaware Licensed HVACR Contractor			
Delaware Registered Architect			
Delaware Professional Engineer			

If an Authorized Agent is signing, you must provide a notarized Power of Attorney from the property owner.

I _____, the ☐ Owner or ☐ Owner's Authorized Agent, agree to the following terms:

 Print Name

- I hereby grant the City of Seaford, and its agents, permission to enter the above referenced property before and after permit issuance to verify the information on this application and perform inspections at any reasonable time.
- I understand that all debris must be removed from the site and disposed of in a lawful manner.
- I understand that a permit may be denied if the property listed on this application or the property owner has outstanding code violations &/or outstanding debt with the City of Seaford.
- I will contact Miss Utility at (811) to locate all existing utilities on and/or around the site prior to the commencement of work.
- I will contact the Delaware Department of Natural Resources and Environmental Control (DNREC) 7 to 10 days in advance of any demolition work taking place.
- I understand that DNREC, under the direction of the U.S. Environmental Protection Agency (EPA), requires an inspection of all materials being demolished for the purpose of identifying any hazardous materials.
- I will obtain a SUSSEX COUNTY BUILDING PERMIT (302-855-7720) prior to the start of construction.
- I understand that if a PERMIT is issued after this application, it should only be construed as a license to proceed with the work and should at no time be construed as authority to violate, cancel, alter or set aside any code, ordinance or regulation.
- I will comply with all codes, ordinances, laws and regulations of the City of Seaford, Sussex County Delaware, State of Delaware and the United States of America.
- I understand that this structure may not be occupied for its intended use until a CERTIFICATE OF OCCUPANCY &/OR COMPLIANCE is issued by the City of Seaford.
- I understand that any deviation from the information provided on this application, or from anything shown on the approved plans or other documents submitted, may be grounds for the Building Official to revoke any permit issued and/or denial of the issuance of a CERTIFICATE OF OCCUPANCY &/OR COMPLIANCE.

Signature: _____

Date:_____

CITY OF SEAFORD USE ONLY—Review Worksheet

Received By: _____		Date: _____		Ownership: ☐ Private ☐ Public	
Tax Map & Parcel #: _____		PID #: _____		Zoning District: ☐ R-1 ☐ C-1 ☐ M-1 ☐ R-2 ☐ C-2 ☐ M-2 ☐ R-3 ☐ C-3 ☐ R-4	
Flood Hazard Zone: ☐ Not applicable to this application. ☐ X ☐ A ☐ AE ☐ AO ☐ AR ☐ A99 ☐ AH ☐ V ☐ VE ☐ D _____ Elevation _____		Well Head Protection Overlay District: ☐ N/A (No GRA or WHPA on Site.) ☐ Groundwater Recharge Area (GRA) on Site. ☐ Well Head Protection Area (WHPA) on Site. Impervious Lot Coverage _____ %		Lot Coverage: ☐ N/A Code _____ % Proposed _____ %	
Required	Completed	Building Setbacks (Code Requirement) ☐ N/A Front _____ Side _____ Rear _____		Current Use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Vacant Lot	
		Building Setbacks (Proposed) ☐ N/A Front _____ Side _____ Rear _____		Proposed Use: ☐ Residential ☐ Commercial ☐ Industrial	
X		City of Seaford - Finance Department:		Financial Good Standing Ordinance Compliance	
		City of Seaford - Board of Adjustment:		Variance	
		City of Seaford - Board of Adjustment:		Special Use Exception	
		City of Seaford - P & Z / Mayor and Council:		Sketch Site Plan Approval	
		City of Seaford - P & Z / Mayor and Council:		Preliminary Site Plan Approval	
		City of Seaford - P & Z / Mayor and Council:		Final Site Plan Approval	
		City of Seaford - Model Energy Code Worksheet:		New Building ComCheck Form	
		City of Seaford - Public Works Department:		Water / Sewer / Site Plan Review	
		City of Seaford - Public Works Department:		EXECUTED EASEMENTS FOR WATER/SEWER MAINS	
		City of Seaford - Electric Department:		Electric Service Review	
		City of Seaford - Electric Department:		EXECUTED EASEMENTS FOR ELECTRIC LINES	
		City of Seaford - City Engineer:		Plan Review	
		City of Seaford - Code Department Building Code _____ Use & Occupancy Class _____ Construction Type _____ Design Occupant Load _____ Fire Sprinkler ☐ yes / ☐ no Special Stipulations &/or Conditions: ☐ N/A _____			
		City of Seaford - Code Department		Zoning Ordinance Review	
		City of Seaford - Code Department		SIP or RBP Covenants Review	
		City of Seaford - Code Department		Standard Design Specifications Review	
X		City of Seaford - Code Department		Fee Calculation Worksheet	
		Delaware - DFM - Architectural Accessibility Board :		Plan Review	
		Delaware - DHSS – Office of Food Protection:		Public Food Establishment Plan Review	
		Delaware - DHSS – Health Systems Protection:		Public Swimming Pool Plan Review	
		Delaware - DHSS – Office of Drinking Water :		Water Main “Approval To Construct”	
		Delaware - DNREC – Division of Water Resources :		Sanitary Sewer Construction Permit	
		Delaware - DNREC – Asbestos Mgmt. Program :		Renovations - Attach EPA FORM to permit	
		Delaware - DNREC – Boiler Safety :		Post-Permit final inspection required	
		Delaware - DNREC – Sussex Conservation District:		Stormwater Management / E&S Plan Review	
		Delaware - DOT - South District Entrance Review:		Entrance Plan Review	
		Delaware - DOT - South District Utility Permit:		Utility Plan Review	
		Delaware - DPR - Board of Cosmetology:		Plan Review	
		Delaware - SFPC - Office of The State Fire Marshal:		Building Plan Review	
		Delaware - SFPC - Office of The State Fire Marshal:		Site Plan Review	
		U.S. - Army Corp of Engineers:		Federal 404 Wetland Site Plan Review	
		Sussex County - Mapping & Addressing Dept.:		Street Name Approval and/or Address Assignments	
Review Performed By: _____		Date: _____		Permit # _____	
Approved for Permit Issuance By: _____		Date: _____		Date Issued: _____	