



PERMIT APPLICATION REQUIRED DOCUMENTATION CHECKLIST

EACH ITEM MUST BE COMPLETE AT APPLICATION BY OWNER, CONTRACTOR, OR OWNER'S AGENT, IN ORDER FOR PERMIT TO BE ACCEPTED

As of April 1, 2009, all permit applications must be accompanied by a \$ 20.00 processing fee.

Per City of Rehoboth Beach Code **§ 270-84. Building permits:** *"No person shall commence work for the erection or alteration of any building or structure until a building permit has been duly issued therefor."* All construction in the City of Rehoboth Beach, whether new, remodeling or additions, requires a City of Rehoboth building permit be approved and issued before work begins. Contact this office should you have any questions concerning whether a building permit is required.

Application for building permit must have a separate contract/proposal attached with scope of work including adequate detail to describe project in full, including total cost of job with all labor and materials. The contract/proposal must be generated by the contractor who is to perform the work. **For HVAC work with exterior units, in addition to the contract/proposal attachment, the contractor must submit photos or a drawing which shows the location of the exterior unit(s) on the site in relation to setbacks.** Designate on permit application whether this is a new or existing site placement. If the homeowner is acting as contractor, they may create the contract/proposal.

PENALTY FOR STARTING WORK WITHOUT AN ISSUED PERMIT

§102-10. Fee Schedules. J. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty fee of three (3) times the required permit fees.

Any subcontractors used by either the general contractor or the homeowner must obtain a City Of Rehoboth Beach Business License before beginning work. No work shall begin before the building permit is issued, paid, and the permit placard is posted on the jobsite. Inspections are required for all work, please contact this office regarding which inspections are required for your project.

PERMIT APPLICATIONS FOR NON-STRUCTURAL SINGLE FAMILY HOME FINISH-TYPE ALTERATIONS - NEW ROOF, NEW SIDING, OTHER INTERIOR OR EXTERIOR FINISH ALTERATIONS, HVAC REPLACEMENT, MINOR FINISH TYPE JOBS:

- Application For Permit.
- \$20 Permit Processing Fee.
- Contract/Proposal with scope of work & total cost of job including labor & materials.
- If HVAC work with exterior units, plan/survey/drawing showing placement in relation to setbacks.

PERMIT APPLICATIONS FOR TREE REMOVAL:

- Application For Permit.
- \$20 Permit Processing Fee.
- Contract/Proposal from contractor who will be doing tree work, with scope of work.
- Tree survey of lot, showing existing trees with type and size, and trees to be removed. *Any trees which are on City right-of-way in the area of the project, which may be affected by, or affect this work must be accounted for by applicant.*
- If the tree permit is part of a demolition, new construction, addition, house move, or land clearing also occurring on the lot, a tree protection plan must be submitted which meets the requirements of City Of Rehoboth Beach Code §253-29. Please consult this section of the City of Rehoboth code for more information.

SIGN PERMIT APPLICATION:

- Application For Permit.
- \$20 Permit Processing Fee.
- Mock up drawing of sign, including measurements of sign.
- Contract/proposal from sign company who is manufacturing/installing sign.
- Photograph of business showing existing signs, showing mock up placement of new sign.

PERMIT APPLICATIONS FOR ADDITIONS, DEMOLITIONS, HOUSE MOVES, SHEDS, SIDEWALKS, DRIVEWAYS, PAVERS, PATIOS:

- Application For Permit.
- \$20 Permit Processing Fee.
- Contract/Proposal with scope of work and total cost of job including labor and materials, **must be signed by property owner and contractor.**
- Current Survey*. In the case of demolitions, house moves, and some additions of structure, showing trees and tree protection per City of Rehoboth Code § 253-29 and § 253-32. *Any trees which are on City right-of-way in the area of the project, which may be affected by, or affect this work must be accounted for by applicant.*
- Two sets of plans to adequately describe the project, to standard architectural or engineering scale, which meet the requirements of the City of Rehoboth "Plan Requirements" document.
- A current "as built" survey will be required at the completion of any additional lot structure.
- Please review the City of Rehoboth "Demolition And Moving Permit Checklist" for more details on demolition and house move permit applications.

RESIDENTIAL BUILDING PERMIT APPLICATIONS NEW CONSTRUCTION, ADDITIONS, ALTERATIONS, RENOVATIONS Residential (one and two family dwellings):

- Application For Permit.
- \$20 Permit Processing Fee.
- Contract/Proposal with scope of work and total cost of job including labor and materials, **must be signed by either property owner or contractor.**
- Current survey showing trees and tree protection per City of Rehoboth Code § 253-29 and § 253-32. *Any trees which are on City right-of-way in the area of the project, which may be affected by, or affect this work must be accounted for by applicant.*
- Two sets of plans to adequately describe the project, to standard architectural or engineering scale, which meet the requirements of the City of Rehoboth "Plan Requirements".document.
- 2012 Residential Energy Code Calculations "RES Check" (for new construction AND additions/renovations in excess of 500 square feet.)
- Manual S and Manual J for HVAC systems.
- DNREC Shoreline Construction Approval **if applicable.**
<http://www.dnrec.delaware.gov/swc/Shoreline/Pages/ShorelineConstruction.aspx>
- DNREC Air Quality Management Form for Demolitions **if applicable.** One Copy and Proof of Submission (e.g. fax confirmation sheet, certified mail receipt, etc.) *Applicable for substantial or complete demolition projects only, or where hazardous materials are known to exist.*
<http://www.dnrec.delaware.gov/dwhs/AQM/Pages/AQMFormsandApplications.aspx>
- A current "as built" survey will be required at the completion of any additional lot structure.

***PLAN REQUIREMENTS (GENERAL):**

Each set of Plans/Drawings submitted shall contain at the minimum: (Must be in Standard Architectural or Engineering Scale.)

1. Site Plan showing all buildings, outbuildings, sidewalks, driveways, and trees.
2. Dimensioned Foundation Plan.
3. Floor Plans to scale, dimensioned, that correctly identify rooms, specify door and window dimensions, show mechanical chases, electric panel, smoke detectors & all plumbing fixtures.
4. Elevation Drawings are required to accurately describe new work.
5. Wall and/or Building Sections showing framing details, identifying materials and sizes of structural members.
6. Any and all specifications.
7. *****Please see the City of Rehoboth "Plan Requirements" document for further details on plan requirements.*****

GEOHERMAL HVAC:

- Current survey showing location of well.
- Name of City Of Rehoboth Beach licensed well contractor.
- Approval letter from DNREC for well permit.
- Approval letter from City Manager Sharon Lynn.

FENCES, OUTSIDE SHOWERS

- Application For Permit.
- \$20 Permit Processing Fee.
- Contract/Proposal with scope of work & total cost of job including labor & materials.
- Current survey showing placement and size measurements of structure.
- All structures besides fences must include plans which describe structure construction, according to CORB "Plan Requirements".

PLUMBING PERMITS

Plumbing permits must be pulled separately from the building permit, by a City Of Rehoboth licensed plumber. With some projects, a riser diagram may be required.

COMMERCIAL PROJECTS

Applications for work on **commercial projects** or **multiple-unit residential** projects must be submitted with drawings prepared and sealed by a licensed design professional, to standard architectural or engineering scale. **Commercial projects involving changing fixtures must be scheduled for fixture counts with this office before any removal or change of fixtures can begin. Permits for commercial projects may require prior approval by the State of Delaware Fire Marshal's office and/or the State of Delaware Department of Health before submittal to the City of Rehoboth for building permit. Please contact the State of Delaware Fire Marshal on (302) 856-5298 and/or the Delaware Department of Health on (302) 856-5496 for further information.**

COMMERCIAL PROJECTS INVOLVING NEW CONSTRUCTION, REMODEL OR ADDITIONS OF BUILDING ZONED COMMERCIAL OR MULTIFAMILY

- Application For Permit.
- \$20 Permit Processing Fee.
- Proposal or contract for job with scope of work and total cost of job including labor **and** materials, **signed by both contractor and property owner.**
- Three (3) complete sets of plans to standard architectural or engineering scale. *All plans and documents to be sealed and signed by design professional.* Must meet the requirements of the City of Rehoboth "Plan Requirements".Document. Once plan review is complete, plans will be marked up and stamped and two sets will be returned.
- Model Energy Code (MEC Check) or COM Check Calculations.
- Current survey showing trees and tree protection per City of Rehoboth Code § 253-29 and § 253-32. *Any trees which are on City right-of-way in the area of the project, which may be affected by, or affect this work must be accounted for by applicant.*
- Prior approval by State of Delaware Fire Marshal (if applicable.)
- Prior approval by State of Delaware Division of Public Health (if applicable).
- Soil and Erosion Control approvals (if applicable).
- DNREC approvals (if applicable) (Ocean Block up to Lake Gerar).
- DNREC Air Quality Management Form for Demolitions. One Copy and Proof of Submission (e.g. fax confirmation sheet, certified mail receipt, etc.). Applicable for substantial or complete demolition projects only, or where hazardous materials are known to exist.
<http://www.dnrec.delaware.gov/dwhs/AQM/Pages/AQMFormsandApplications.aspx>
- A current "as built" survey will be required at the completion of any additional lot structure.

TENANT FIT OUTS FOR COMMERCIAL PROPERTIES

- Application For Permit.
- \$20 Permit Processing Fee.
- Contract/Proposal with scope of work and total cost of job including labor and materials.
- Three (3) complete sets of plans to standard architectural or engineering scale. *All plans and documents to be sealed and signed by design professional.* Must meet the requirements of the City Of Rehoboth Plan Requirements Document. Once plan review is complete, plans will be marked up and stamped and one set will be returned to owner/builder.
- Approval by State of Delaware Fire Marshal prior to application for City of Rehoboth permit.
- Approval by State of Delaware Department of Health prior to application for City of Rehoboth permit.

***Survey:** In order to be an acceptable survey for project review, the survey as presented for permit review must reflect current lot conditions, must be sealed by a licensed surveyor, and must include the Sussex County Tax Map number as recorded on it by the surveyor who created the survey.

Address Of Property: _____

Signature Of Applicant: _____

Printed Name Of Applicant: _____

Printed Name Of B&L Staff: _____

Date Of Permit Requirements Review: _____