

## Building & Licensing

306 Rehoboth Avenue  
P.O. Box 1163  
Rehoboth Beach, Delaware 19971



City of Rehoboth Beach

Telephone 302-227-4504

Fax 302-227-3336

www.cityofrehoboth.com

### **NOTICE TO CONTRACTORS**

#### **LICENSE REQUIREMENTS:**

All contractors and subcontractors must obtain a business license to perform work within the City of Rehoboth Beach. **All contractors seeking to obtain a new license or to renew their existing license will be required to submit a current copy of their State of Delaware Contractor's License and proof of liability insurance and/or bonding.** Any application submitted without this information will **not** be processed.

#### **HOURS OF CONSTRUCTION:**

8:00 a.m. to 5:00 p.m. – Monday thru Friday

9:00 a.m. to 5:00 p.m. – Saturdays (November 1 thru April 30 **ONLY**)

*No work is permitted on Sundays, Holidays, or Saturdays not listed above.*

#### **APPLICATIONS FOR BUILDING PERMITS:**

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

**Permits are required for all new work. Contact this office should you have any questions concerning whether or not a permit is required.**

Applications for one and two family residential work must be accompanied by the appropriate required documentation. **Applications for all work other than one and two family residential consisting of new, alterations, additions or renovations, must be submitted with drawings prepared and sealed by a licensed design professional and other required documentation. Some additional documentation may include approval by the State Fire Marshall's office and/or the State Department of Health.**

#### **SHEDS, SIDEWALKS, DRIVEWAYS, PAVERS, PATIOS, FENCING, HVAC, MISCELLANEOUS**

Plans, drawings, contract/proposal, and supporting documents as required to adequately describe the project. **As of 11/29/11, all contracts/proposals for work involving new homes or additional structure must be signed by both the contractor and the homeowner.** For proposed sheds, sidewalks, driveways, pavers, patios, fencing, HVAC and other miscellaneous projects, a current survey of the property is required with project shown on survey showing size and distance from property lines and current and proposed lot coverage.

#### **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.

#### **REQUIRED DOCUMENTATION FOR RESIDENTIAL BUILDING PERMIT APPLICATIONS NEW CONSTRUCTION, ADDITIONS, ALTERATIONS AND RENOVATIONS**

##### **Residential (one and two family dwellings):**

1. Two (2) complete sets of plans and/or drawings to standard architectural or engineering scale. Once plan review is complete both will be marked up and stamped and one set will be returned to owner/builder.
2. Proposal or contract for job with pricing signed by both contractor and homeowner.
3. The **most current** Survey/Plat Plan stamped and sealed. No faxed copies for plan review.
4. 2012 Residential Energy Code Calculations "RES Check" - *(new construction AND additions/renovations in excess of 500 square feet)*
5. DNREC Approval (Ocean Block up to Lake Gerar).
6. 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.

## Commercial Projects:

1. Three (3) complete sets of plans and/or documents to standard architectural or engineering scale. All plans and documents to be sealed and signed by design professional. Once plan review is complete, plans will be marked up and stamped and one set will be returned to owner/builder.
2. Proposal or contract for job with pricing.
3. Model Energy Code (MEC Check) or COM Check Calculations
4. Current Survey/Plat Plan, stamped and sealed. No faxed copies for plan review.
5. State Fire Marshall review notes and approval (*if applicable*).
6. Division of Public Health review and approval (*if applicable*).
7. Soil and Erosion Control approvals. (*if applicable*).
8. DNREC approvals (Ocean Block up to Lake Gerar).
9. 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.

## GEOHERMAL HVAC

To be provided by contractor:

1. A property survey showing the location of the wells.
2. The name of the well drilling contractor.
3. An approval letter from DNREC.
4. An approval letter from the City Manager of Rehoboth Beach, Sharon Lynn.

## SCHEDULE OF REQUIRED INSPECTIONS

**The following inspections are performed by the City of Rehoboth Beach with a 24-48 hour notice:**

### **FOOTING**

Prior to pouring all structural concrete (i.e. footers, grade beams, foundation walls, etc.). All necessary forms, woven wire fabric, reinforcing steel in place, properly supported and tied, and grade stakes must be present.

Inspection performed by City Building Inspector.

### **FOUNDATION, TERMITE SHIELD, & SILL PLATE ANCHORAGE**

Once the foundation is complete and the sill plate is installed and anchored. Prior to the floor system being installed. After the foundation wall is installed a placement survey shall be submitted to the Building Inspector. The survey shall show setback dimensions from the property lines and the height of the wall above the centerline of road elevation.

### **HOUSE WRAP AND FLASHING**

Prior to siding.

### **ROUGH-IN PLUMBING**

Any and all underground plumbing and interior plumbing lines, vents, laterals, etc. must be in place and inspected prior to concealment. Interior rough in and final inspections done by Plumbing Inspector at Building & Licensing, call 227-4504 to schedule. Exterior and underground inspection done by Plumbing Inspector at Water Department, call 227-6181 to schedule.

### **FRAMING** (Prior to installation of insulation.)

All framing work must be complete, windows and exterior doors installed, HVAC units and ductwork installed. Rough-in plumbing and rough-in electrical inspections done and **approved**. All sill plates, bottom wall plates, penetrations and exterior joints are fire caulked and sealed. Inspection performed by City Building Inspector.

### **INSULATED FRAME**

All wall, floor and ceiling insulation must be in place. All vapor barriers must be installed in accordance with Building Code and Manufacturers' recommendations.

### **FIRE RATED ASSEMBLY INSPECTION**

When applicable, an inspection of required fire rated assemblies may be required. Inspection performed by the City Building Inspector and/or State Fire Marshall's Office.

### **FINAL INSPECTION**

When all other inspections are complete, including those required by outside agencies the final inspection can be scheduled. (i.e. Plumbing, Electrical, Fire Marshall and Health Department). It is the contractor's responsibility to know which outside agency inspections are required. Project should be 100% complete and ready for occupancy when inspector arrives. A final as built survey is required at the time of the final inspection. The survey once approved by the Building Inspector must be recorded in Georgetown and returned to the Building and Licensing office before Certificate of Occupancy is issued.

## BUILDING & LICENSING FEES

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

<u>TYPE OF FEES</u>	<u>FEE AMOUNT</u>
<b><u>Building Permit Fees</u></b>	
<b>Residential (less than three dwelling units)</b> (renovations, repairs or alterations, new construction, conversions or enlargements)	Cost of job x 2.00%
<b>Residential (more than three dwelling units) and/or commercial</b> (renovations, repairs or alterations, new construction, conversions or enlargements)	Cost of job x 3.00%
<b><u>Residential Plan Review Fees</u></b>	
Minor (decks, porches, interior renovations, etc)	\$ 25
Major (additions, interior/exterior renovations, etc. structural)	\$ 200
New Construction	\$ 500
Duplex/Townhouses/Multi Family	\$ 500 + \$10 per unit
<b><u>Commercial Plan Review Fees</u></b>	
Minor Interior/Exterior Renovations	\$ 150
Major Interior/Exterior Renovations	\$ 300
New Construction	\$1,000
<b><u>Planning &amp; Zoning Review Fees</u></b>	
Site Plan Review (residential)	\$ 100
Site Plan Review (residential)-Minor Subdivision	\$ 200
Site Plan Review (residential)-Major Subdivision	\$ 400
Site Plan Review (commercial)	\$ 600
Site Plan Review (commercial)-Minor Subdivision	\$ 400
Site Plan Review (commercial)-Major Subdivision	\$ 800
Survey/Protection/Planting Plan Review Fee	\$ 50
<b><u>Re-Inspection Fee</u></b>	\$ 25
<b><u>Signs</u></b>	
Per Sign (all)	\$ 50
<b><u>Moving Fees – Schedule C</u></b>	
One story & less than 750 sq. ft.	\$ 500 (with \$2,500 secured bond)
Over one story & 750 sq. ft. or more	\$1,000 (with \$20,000 secured bond)
<b><u>Demolition Fee – Schedule D, less than 750 sq. ft. – no utilities</u></b>	\$ 300
<b><u>Demolition Fee – Schedule D, less than 750 sq. ft. – with utilities</u></b>	\$ 500
<b><u>Demolition Fee – Schedule D, 750 sq. ft or more - with utilities</u></b>	\$3,000 (with secured bond of 20% but not less than \$ 2,000.)
<b><u>APPLICATION FEES</u></b>	
<b><u>Board of Adjustment Fee</u></b>	\$1,000
<b><u>Planning Commission Fee</u></b>	
Partitioning	\$1,000 + \$200 per lot
Minor Subdivision	\$2,000 + \$300 per lot
Major Subdivision	\$3,000 + \$500 per lot
<b><u>Mayor and Commissioners</u></b>	
Permit of Compliance (Restaurant)	\$ 1,000
Appeal to the Board of Commissioners	\$ 150
<b><u>Park and Shade Tree Commission</u></b>	\$ 250

**Inspections performed by outside agencies:**

ELECTRICAL - Rough-in and Final required

FIRE MARSHAL - Plan review and Final required

Duct Tightness Test – “Duct Blast”

Building Air Leakage Test – “Blower Door”

Health Dept - Plan review and Final required

**Where to call:**

Rehoboth Beach Building & Licensing – 302-227-4504

Exterior and Underground Plumbing Inspections (to schedule) -302-227-6181

DE State Fire Marshal’s Office – 302-856-5298

DE State Health Dept. – 302-856-5496

**Approved Electrical Inspection Agencies:**

- First State Inspection Agency – 302-856-3517
- Middle Dept. Inspection Agency – 302-422-5729
- American Inspection Agency – 302-732-6900

**Licensed Energy Testing Contractors**

- Delmarva Energy Solutions/Dr. Energy Saver – 302-684-3418
  - Smart Energy Solutions – 302-674-3221
- Patuxent Environmental Group (PEG) 703-934-2777
  - Joe Gordon LLC – 302-841-4502