

**TOWN OF FRANKFORD
BUILDING PERMIT APPLICATION**

PERMIT #: _____

Property Owner Information

NAME _____

MAILING ADDRESS _____

PHYSICAL ADDRESS _____

PHONE # _____

BUILDING SITE ADDRESS _____

SUBDIVISION/LOT # _____

TAX MAP PARCEL _____

ZONING DISTRICT _____

Builder/Contractor Information

NAME _____

MAILING ADDRESS _____

PHONE # _____

TOWN BUSINESS LICENSE # _____

STATE BUSINESS LICENSE # _____

DESCRIPTION (Be Specific)

Type of Improvement

New Building _____

Addition _____

Alteration _____

Repair _____

Replacement _____

Demolition _____

Moving (Relocation) _____

Garage/Carport _____

Shed _____

Deck _____

Pool _____

Fence _____

Tenant Fit-Out _____

Other _____

Circle All That Apply

Electrical	Gas	Mechanical	Plumbing System
Install	Install	Install	Install
Alter	Alter	Alter	Alter
Repair	Repair	Repair	Repair
Remove	Remove	Remove	Remove
Convert	Convert	Convert	Convert
Replace	Replace	Replace	Replace

Description _____

Lot Dimensions Width: _____ Depth: _____ SQFT: _____

New Building Setbacks Front: _____
(For New Construction & Additions) Back: _____
 Right Side: _____
 Left Side: _____

Principal Type Frame
 Masonry Wood Structural Steel Reinforced Concrete Other: _____

Dimensions
 _____ # of Stories _____ # of Bedrooms _____ # of Bathrooms

FEE SCHEDULE

A. New Construction
Total Square Footage: _____
Total Project Cost: _____

Building Permit Application Fee	\$50.00	\$
Permit Fee	1.25% of construction cost OR 1% of renovation/repair	\$
Building Impact Fee	\$500.00 per EDU	# of EDU's _____ \$
Fire & Ambulance Impact Fee	Total Project Cost X 0.50%	\$
TOTAL DUE		\$

B. Renovations, Repairs, Tenant Fit-Out, Demolition or Other

Building Permit Application Fee	\$50.00	\$
Permit Fee	1% of renovation/repair	\$
TOTAL DUE		\$

Where permanent street grades have been established by the Town, sidewalks and curbing shall be installed at the expense of the Owner or Builder under the building contract. The contractor and/or owner shall comply in design, construction and use of the proposed work, with all codes and ordinances of the Town of Frankford, as well as the State Fire Codes and other applicable State and/or County Regulations.

The following documents must be attached prior to receiving a Town Permit:

- 2 Copies of Plans and Specifications (electronic copy may be requested)**
- Sussex County Building Code Review Letter/Permit**
- Survey of Property**
- Contractor/Sub-Contractor’s Frankford Business License**
- Water Service Application (For New Homes or Commercial Structure)**

Signature of Applicant _____ **Date** _____

Requirements:

- All contractors must be licensed by the State of Delaware and the Town of Frankford
- All sub-contractors must be licensed by the State of Delaware and the Town of Frankford
- If one is acting as their own general contractor and they are not normally engaged in that line of business, they must ensure all sub-contractors are properly licensed
- Building permit fees, impact fees, and meter fees must be paid at the time of the submission of the application
- For new construction, a stake out inspection for placement and setbacks will be required by the Town
- After completion of new construction, a final Certificate of Occupancy inspection will be required by the Town

- Sussex County Planning and Zoning 302-855-7878
- Sussex County Building Code Dept. 302-855-7860
- Sussex County Building Permit Dept. 302-855-7720
- Sussex County Water & Sewer Dept. 302-855-7719
- Sussex Conservation District 302-856-7219
- State of DE – Business License 302-856-5358

Building Inspector: _____

Approved

Denied Reason: _____

Date Issued: _____

Permit #: _____

Certificate of Occupancy Issue Date: _____