

**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 _____

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: _____