



# Information Required to Obtain Building Permits In Sussex County, Delaware

Single Family	Manufactured Home	Duplex	Multifamily Buildings	Commercial / Industrial Buildings
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Septic Approval  
DNREC  
302-856-4561

Well Permit<sup>1</sup>  
DNREC (Division of Water Resources)  
302-739-3665

Highway Entrance Permit  
DeIDOT  
302-855-1342

County Sewer Approval  
Sussex County Engineering Dept.  
302-855-7719

Set Back Review  
Sussex County Planning & Zoning  
302-855-7878

Site Plans Reviewed  
Sussex County Planning & Zoning  
302-855-7878

Building Plans Reviewed  
Sussex County Building Code  
302-855-7860

Plan Review  
Sussex Conservation District  
302-856-7219

Plan Review  
Office of the State Fire Marshal  
302-856-5298

Plan Review<sup>2</sup>  
State Division of Health  
302-855-5122

Proof of Transfer Tax Payment<sup>3</sup>  
State Division of Revenue  
302-856-5358  
Recorder of Deeds 302-855-7785

✓	✓	✓	✓	✓
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		✓	✓	✓
				✓
✓		✓	✓	✓

\*10/16/2007  
Clean Hands Ordinance  
Chapter -116  
All Financial Obligations  
to Sussex County must be  
paid in full prior to  
issuance of permit

\*Your property may  
require other special  
permits after receiving  
all the necessary  
approvals from the listed  
agencies. Contact the  
Building Permit Counter  
for questions. 302-855-  
7720.

\*If located in town  
limits, contact the  
municipality for  
permitting requirements  
prior to County Permit  
issuance.

\*Construction within  
subdivision may require  
adherence to special Fire  
Marshall Restrictions.

1 - If the property is in a well district

2 - If a food preparation or swimming area is included

3 - If land is vacant and owned less than 1 year, you will need to pay on construction cost to Division of Revenue & Recorder of Deeds.

# Other Helpful Information When Obtaining a Sussex County Building Permit



## PLACING A MANUFACTURED HOME

- Check with Planning & Zoning for proper zoning.
- If you are building a deck, shed, addition, garage, etc. you will also need to acquire a Sussex County Building Permit for those structures.
- All installations of manufactured homes in Sussex County will be subject to a footer and tie down inspection. All installations must be performed by a licensed installer per Delaware Code.
- A Footer Drawing (not hand drawn) as well as the Footer Installers Name and License Number is required.
- The following information will also be needed.

Tax ID#: District: \_\_\_\_\_ Map: \_\_\_\_\_ Parcel: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

MAKE: \_\_\_\_\_

COLOR: \_\_\_\_\_ YEAR: \_\_\_\_\_

TRIM: \_\_\_\_\_

CENTRAL AIR: Y / N # OF BEDROOMS: \_\_\_\_\_

PORCH WITHIN: Y / N SIZE OF HOME: \_\_\_\_\_

BILL OF SALE: \_\_\_\_\_

WHERE HOME IS COMING FROM:  
\_\_\_\_\_

WHERE HOME IS GOING:  
\_\_\_\_\_

BLOCK FOUNDATION OR SKIRTING: \_\_\_\_\_

## ADDING AN ADDITION OR REMODELING

- The permit fee will be based on the dimensions of the structures and types of material being used in construction.
- If property is located within town limits, contact the municipality for permitting requirements prior to Sussex County permit issuance.
- To acquire a building permit for a deck, fence, farm building, accessory building, additions or improvements, you **MAY NEED 2** sets of plans if the Building Code Department requires.
- If property is on County Sewer and adding bathroom(s), laundry rooms, etc.- approval from the Engineering Department is required.
- If property is on septic and adding bedroom(s) – proof of septic permit for additional bedrooms from DNREC required.

## PROPERTIES NEAR WATER, BOAT DOCKS & BULKHEADS

Prior to acquiring a Building Permit, please contact:

- DNREC Beach Preservation Section: (302) 739-4411
- DNREC Wetlands Division: (302) 739-9921
- Army Corp of Engineers: (302) 739-9943

To help speed up the permit issuing process it would be helpful to know the **TAX ID #** for the property, the **CURRENT OWNERS** name, or the **LOCATION OF THE PROPERTY** on a map.

If construction takes place within a **FLOOD ZONE**, special construction may be required. A certificate of elevation may be required prior to occupancy. The applicant will have to go for a flood review before the permit is issued.

If construction includes **PUBLIC SWIMMING** area, or **FOOD PREPARATION OR SERVING AREA**, you must have your building plans reviewed by the State Division of Public Health.

Property owners should be aware they may be impacted by private **DEED RESTRICTIONS OR COVENANTS** that **ARE NOT** under the jurisdiction of Sussex County. Sussex County is not authorized to enforce private Deed Restrictions. The property owner is responsible for making sure any property modifications are in compliance with their **DEED RESTRICTIONS**.

Contact Building  
Permit Counter prior to  
coming in for any  
additional requirements.  
(302) 855-7720