

## OTHER HELPFUL INFORMATION

- Having the Tax ID Number for the property you are getting the building permit for will speed up the permit issuing process. The Tax ID Number is located on the tax bill stub for that property.
- Or knowing the Current Owners Name of that property.
- Or being able to locate the property on a map.
- If construction is located within an incorporated town or city, additional permits from that municipality may be required.

- 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 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.  
Phone: (302) 855-5122

- Construction within subdivision may require adherence to special Fire Marshal Restrictions.

### IF THE PROPERTY IS NEAR WATER, YOU MAY NEED:

- Permits may be required from DNREC Beach Preservation Section, Phone: (302) 739-4411
- From DNREC Wetlands and Aquatic Protection Branch, Phone: (302) 739-9921
- From Army Corp of Engineers  
Phone: (302) 739-9943

## MODIFYING PROPERTY

To acquire a building permit for a deck, fence, farm building, accessory building, additions or improvements to an existing building, you MAY NEED two (2) sets of plans if Building Code Department is required.

Apply for a Building Permit  
From: Building Permit Counter  
Phone: (302) 855-7720

If own septic and adding bedroom - Needs proof of Septic permit for additional bedrooms from DNREC.

If on County Sewer and adding bathrooms, laundry room, etc. - Needs County Sewer Approval

To acquire a Building Permit for a Boat Dock or for Bulkheads, you will need:

	OBTAINED	NOT OBTAINED	NOT APPLICABLE
Permit From: DNREC, Wetlands section Phone: (302) 739-9921	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval From: Army Corp of Engineers Phone: (302) 739-9943	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply for a Building Permit From: Building Permits Counter Phone: (302) 855-7720	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The permit fee will be based on the dimensions of the structures and the types of material being used in the construction.**

## INFORMATION REQUIRED TO OBTAIN

# BUILDING PERMITS IN SUSSEX COUNTY DELAWARE



*March 8, 2012*

*Sussex County Assessment Department*

**Your Sussex County Building Permit is not to be construed as an ALL INCLUSIVE approval for the requirements of other Governmental agencies, which may pertain to this site.**

**\* CLEAN HANDS ORDINANCE - CHAPTER 116 - 10/16/2007**

**(All financial obligations to Sussex County must be paid in full prior to issuance of permit)**

**SINGLE FAMILY**

**To acquire a Building Permit for a Single Family Building you need:**

**\* If property is near water-check here**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Septic Approval<br>From: DNREC (Dept. of Natural Resources)<br>Phone: (302) 856-4561<br>(Needs to see Septic Permit with Red Stamp)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Well Permit (if the property is in a Well District)<br>From: DNREC (Division of Water Resources)<br>Phone: (302) 739-3665<br>(If property is located near a landfill)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of Transfer Tax Payment - If land is vacant and owned less than one year, will need to pay on construction cost to Div. of Revenue and Recorder of Deeds. Building Permit Dept. will need to see receipts. State Division of Revenue: (302) 856-5385 Recorder of Deeds: (302) 856-7785 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Highway Entrance Permit<br>From: DelDOT<br>Phone: (302) 853-1342   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| County Sewer Approval<br>From: Sussex County Engineering Department<br>Phone: 855-7718   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- If in town limits, proof of Town Permit required prior to County Permit issuance. Contact Town or County Permit Department to find out what permit is required first.

**DUPLEX**

**To acquire a Building Permit for a Duplex Building you need:**

**\* If property is near water-check here**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Your Site Plans Reviewed<br>By: Sussex County Planning and Zoning<br>Phone: (302) 855-7878 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Building Plans Reviewed<br>By: Sussex County Building Code<br>Phone: (302) 855-7860   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Septic Approval/County Sewer/Approval  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- Proof of Town Permit required prior to County Permit issuance.

**The permit fee will be based on the dimensions of the structures and the types of material being used in the construction. This applies to Multi-Family as well as Commercial/Industrial Buildings.**

**MULTI-FAMILY BUILDINGS**

**To acquire a Building Permit for a Multi-Family Building you NEED:**

**\* If property is near water-check here**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Septic Approval<br>From: DNREC (Dept. of Natural Resources)<br>Phone: (302) 856-4561   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Plans Reviewed<br>By: Office of the State Fire Marshal<br>Phone: (302) 856-5600   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Well Permit (if the property is in a Well District)<br>From: DNREC (Division of Water Resources)<br>Phone: (302) 739-3665  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Plans Reviewed<br>By: Sussex Conservation District<br>Phone: (302) 856-7219   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of Transfer Tax Payment - If land is vacant and owned less than one year, will need to pay on construction cost to Div. of Revenue and Recorder of Deeds. Building Permit will need to see receipts. State Division of Revenue: (302) 856-5385 Recorder of Deeds: (302) 855-7785 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Highway Entrance Permit<br>From: DelDOT<br>Phone: (302) 853-1342   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| County Sewer Approval<br>From: Sussex County Engineering Department<br>Phone: (302) 855-7719   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Site Plans Reviewed<br>By: Sussex County Planning and Zoning<br>Phone: (302) 855-7878   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Building Plans Reviewed<br>By: Sussex County Building Code<br>Phone: (302) 855-7860   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Proof of Town Permit required prior to County Permit issuance.

Your property may require other special permits. After receiving all the necessary approvals from the above agencies, you may obtain your Building Permit From: Building Permit Counter. Phone: (302) 855-7720

**COMMERCIAL INDUSTRIAL BUILDINGS**

**To acquire a Building Permit for a Commercial/Industrial Building you NEED:**

**\* If property is near water-check here**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Septic Approval<br>From: DNREC (Division of Soil & Water)<br>Phone: (302) 856-4561  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Plans Reviewed<br>By: Office of the State Fire Marshal<br>Phone: (302) 856-5600  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Well Permit (if the property is in a Well District)<br>From: State Division of Health<br>Phone: (302) 856-5122  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Plans Reviewed<br>BYy Sussex Conservation District<br>Phone: (302) 856-7219  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of State Realty Transfer Tax Payment<br><b>FOR BUILDING CONSTRUCTION</b><br>(If property has been owned less than one year)<br>From: State Division of Revenue<br>Phone: (302) 856-5358 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Highway Entrance Permit<br>From: Division of Highways<br>Phone: (302) 856-5441  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| County Sewer Approval<br>From: Sussex County Engineering Department<br>Phone: (302) 855-7718  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Site Plans Reviewed<br>By: Sussex County Planning & Zoning<br>Phone: (302) 855-7878  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Building Plans Reviewed<br>By: Sussex County Building Code<br>Phone: (302) 855-7860  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Your Building Plans Reviewed<br>If a food preparation or swimming area is included<br>By: State Division of Health<br>Phone: (302) 855-5122   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- After receiving all the necessary approvals from the above listed agencies you may obtain your BUILDING PERMIT From: Board of Assessment Phone: (302) 855-7720