

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 THE PROPERTY IS NEAR WATER YOU MAY NEED:

- Permits may be required from D.N.R.E.C. Beach Preservation Section, Phone: 739-4411
- From D.N.R.E.C. Wetlands & Aquatic Protection Branch, Phone: 739-4691
- From Army Corp of Engineers
Phone: 215-656-6850
- 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 would have to go for a flood review before permit.
- 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: 855-5122
- Construction within subdivision may require adherence to special Fire Marshal Restrictions.

MODIFYING PROPERTY

To acquire a Building Permit for a Deck, Fence, Farm Building, Accessory Buildings or Improvements to Existing Buildings you NEED:

Apply for a Building Permit
From: Board of Assessment
Phone: 855-7720

Bring a copy of your plans or the type of material to be used in the construction.

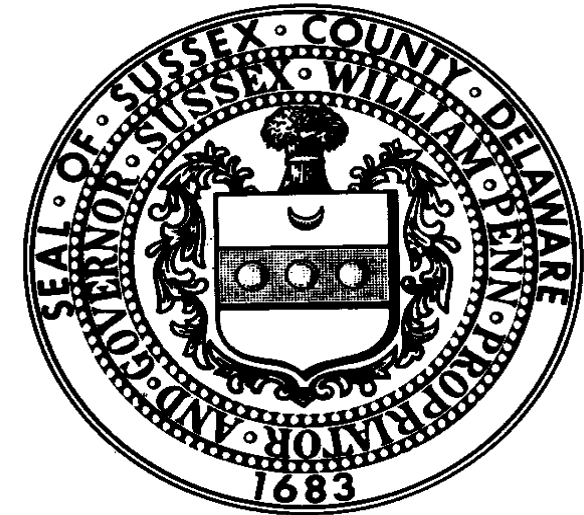
To acquire a Building Permit for a Boat Dock, or for Bulkheading you need:

	OBTAINED	NOT OBTAINED	NOT APPLICABLE
Permit From: DNREC Phone: 856-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval From: Army Corp of Engineers Phone: 215-656-6850	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply for a Building Permit From: Board of Assessment Phone: 855-7824	<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



April 25, 2011

Sussex County Assessment Division

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.

SINGLE FAMILY

To acquire a Building Permit for a Single Family Building you need: If Property is near Water-check here

Septic Approval From: DNREC (Division of Soil & Water) Phone: 856-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Permit (If the property is in a Well District) From: State Division of Public Health Phone: 856-5122	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Transfer Tax Payment (If property has been owned for less than one year) From: State Division of Revenue Phone: 856-5358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Sewer Approval From: Sussex County Engineering Department Phone: 855-7718	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed BY: Sussex County Building Code Phone: 855-7861	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DUPLEX

To acquire a Building Permit for a Duplex Building you need: If Property is near Water-check here

Your Site Plans Reviewed BY: Sussex County Planning & Zoning Office Phone: 855-7878	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed BY: Sussex County Building Code Phone: 855-7860	<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. 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 From: DNREC (Division of Soil & Water) Phone: 856-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: The Office of the State Fire Marshall Phone: 856-5600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Permit (If the property is in a Well District) From: State Division of Health Phone: 856-5122	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: Sussex Conservation District Phone: 856-7219	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of State Realty Transfer Tax Payment FOR BUILDING CONSTRUCTION (If property has been owned less than one year) From: State Division of Revenue Phone: 856-5358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway Entrance Permit From: Division of Highways Phone: 856-5441	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Sewer Approval From: Sussex County Engineering Department Phone: 855-7718	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Site Plans Reviewed BY: Sussex County Planning & Zoning Phone: 855-7878	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed BY: Sussex County Building Code Phone: 855-7860	<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: 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 From: DNREC (Division of Soil & Water) Phone: 856-4561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: The Office of the State Fire Marshall Phone: 856-5600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well Permit (If the property is in a Well District) From: State Division of Health Phone: 856-5122	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Plans Reviewed BY: Sussex Conservation District Phone: 856-7219	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of State Realty Transfer Tax Payment FOR BUILDING CONSTRUCTION (If property has been owned less than one year) From: State Division of Revenue Phone: 856-5358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway Entrance Permit From: Division of Highways Phone: 856-5441	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Sewer Approval From: Sussex County Engineering Department Phone: 855-7718	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Site Plans Reviewed BY: Sussex County Planning & Zoning Phone: 855-7878	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed BY: Sussex County Building Code Phone: 855-7860	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Building Plans Reviewed If a food preparation or swimming area is included BY: State Division of Health Phone: 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: 855-7720			