



Building Permit
New Home Construction

General

Applicant (Company) Name: _____

Contact Person: _____

Property Owner's Name: _____

Property Address: _____

Parcel ID# 131- _____

Lot # (If Applicable) _____

List another application form (s) submitted for this project with approval dates:

Form _____ Date Approved _____

Form _____ Date Approved _____

Estimated cost of Construction \$ _____

Building Permit #: _____ Total Payment amount due: \$ _____

HOA Approval (Heritage Shores Only) (Yes, no, N/A) Please provide approval documents.

Town Signature _____

Floodplain Review:

Town Signature _____

Comments: _____

Wellhead Protection Area Review:

Town Signature _____

Comments: _____

Permit Item	Fee
Building Permit Cost (% of Est. Cost.)	\$
Connection Fee	\$
Water Impact Fee	\$
Meter Pit	\$
Water Tapping	\$
Water Meter	\$
Library Fund	\$
Fire/EM Fund	\$
EM #2	\$
C/O	\$
Zoning	\$
Delinquent Charges (Clean Hands Policy)	\$
TOTAL	\$

Received by: _____ Date Received: _____

Town Signature: _____ Date Issued by the Town _____

Zoning Certification

Was a variance(s) requested? _____ For: _____
(Yes or no)

If yes, include approved Application Form 4 with this application.

Was a conditional use approval required? _____ For: _____
(Yes or no)

If yes, include approved Application Form 4 with this application.

Applicant must provide a plan of the site showing the size and location of the proposed construction and any existing building or structures. The plan must include the location of sewer and water connections, septic tanks, wells, parking, and other utilities.

Type of Improvement:

- _____ New Building
- _____ Sq. Feet New
- _____ Addition to Building
- _____ Sq. Feet Existing Building
- _____ Sq. Feet Added to Building
- _____ Alteration
- _____ Percentage of Building Altered
- _____ Full Building Demolition
- _____ Sq. Feet Building
- _____ Partial Build Demolition
- _____ Sq. Feet Existing Building
- _____ Sq. Feet to be demolished
- _____ Water Connection (provide location sketch)
- _____ + Sign Request (must comply with Ch. 234-Art. 18)
- _____ Residential
- _____ Non-residential
- _____ Off-Premises Sign
- _____ Exempt

+ Sign request must include the information that is necessary for Town review to verify compliance with Town Code Chapter 234, Article 18, Section 76 to 85.

Sign Type

- _____ Freestanding
- _____ Wall
- _____ Entrance of Developments
- _____ Entrance of Public Facilities/ Places of Assembly

Proposed Use of Each Structure:

- | | |
|--|----------------------------------|
| _____ One Family Housing | _____ Multiple Family Housing |
| _____ Number of Families per building | _____ Apartment |
| _____ Townhouse | _____ Condominium |
| _____ Other _____ | _____ Residential Garage/Carport |
| _____ Other Residential- Specify Use _____ | |
| _____ Non-Residential- Specify Use _____ | |

Setbacks from Property Line	Required	Provided
Front:	_____	_____
Back:	_____	_____
R Side:	_____	_____
L Side:	_____	_____

Maximum Height of Structure(s): _____
 Number of off-Street Parking Spaces: _____
 Water Connection or Well: _____
 Storm water Management provided _____ (Yes or No)
 sp

Date of Zoning Approval by Town: _____ Signature: _____ (To be filled in by Town)

Building Permit

Principal Type of Structure: _____ Masonry (Wall Bearing)
 _____ Wood Frame
 _____ Structural Steel
 _____ Reinforced Concrete
 _____ Other – Specify _____
 Type of Construction: _____ Built on Site
 _____ Modular and Delivered to Site
 _____ Other – Specify _____

*Structure Details; fill out all below that applied to Application:

Dimensions in Feet: _____ # of Stories, Sq. Ft. of Each: _____
 Principal Type of Heating System: _____
 Principal Type of A/C System: _____
 Type of Foundation for Structure: _____
 Type of Siding: _____ Type of Roofing: _____

Type of Driveway/Access Finish: _____
 Size of Porch and Deck, if included: _____
 Size of Garage, if included: _____
 Size of the pool, if included: _____

***Floor plans and sections shall be submitted for each building.**

Comment/Added Information: _____

Include additional sheets if needed.

Occupancy Permit

The application must receive a Sussex County Permit before construction of any temporary or permanent structures. Sussex County will provide the inspection of structures during construction. This application must be complete with all required information. The applicant will provide the Sussex County Certificate of Occupancy to the Town when received. Town Occupancy Permit will not be issued until the Sussex County Permit is received.

Applicant Signature

The applicant and property owner understands that all certifications on Form 1, Initial Project Review Application, continue to apply.

Signature of applicant(s): _____

Print Name(s): _____

Date Signed: _____