



Application for Building Permit

COMMERCIAL CONSTRUCTION

Call Miss Utility before you dig: 1.800.282.8555

Permit# _____

Job Site:

No. _____
Lot No. _____

Street _____
Subdivision _____

Suite _____
Phase _____

IDENTIFICATION:

Applicant: _____ Phone No. _____
(Address) _____

Owner: _____ Phone No. _____
(Address) _____

Contractor: _____ Phone No. _____
(Address) _____
_____ License No. _____

I, the undersigned, own or act as agent for the owner of the above-referenced property.

Print Name: _____ Date: _____
Signature: _____

DESCRIPTION OF PROPOSED CONSTRUCTION:

Total Cost of Improvement \$ _____

Commercial building _____ Building Area

Tenant Fit-out _____ ZONE: _____

Commercial Addition _____ Total Floor Area

Commercial Renovation _____ CURRENT USE: _____

Sign _____ No. of Stories

PROPOSED USE: _____

_____ No. of Bathrooms

Foundation

- Slab on Grade
- Crawl Space
- Basement
- Piers/Pilings

Framing

- Wood
- Metal
- Masonry
- Concrete

Building Systems

- New Plumbing
- New HVAC
- Elevator (Cert. Req'd)
- Sprinkler System

Water

- CWSWA
- Tidewater
- Other

Sewage

- CWSWA
- Kent County
- Other

TECHNICAL SITE DATA: Three (3) full sets of stamped construction plans are required for all new construction.

DESCRIPTION OF MATERIALS:

TOWN OF CAMDEN REQUIREMENTS

CONTRACTORS: The contractor of record as well as all sub-contractors shall acquire a Town of Camden Business License from the Finance Administrator. A current State of Delaware License and current Certificate of Liability shall also be required in addition to the license fee, payable via check, Visa, master Card, Discover Card, or Cash. (Applications may be found on the website, www.Townofcamden.com or by visiting Town Hall.)

NOTE: To avoid a cease and desist order, please ensure all contractors on site are licensed.

ADDITIONAL REVIEWS: The Town of Camden acknowledges review of applications may require review by additional authorities and/or agencies. Attached is a list of additional agency contact numbers. It is the responsibility of the applicant to ensure review by all required agencies as well as receipt of agency approvals by the Town of Camden Land Used Department prior to commencement of any work. The applicant shall also be responsible for scheduling a preconstruction meeting, to be held at the Camden Town Hall, with attendance by ALL agencies involved in the review process as well as all utility companies.

INSPECTIONS: 48 hour notification is required for all inspections, NO EXCEPTIONS.

The following inspections are required:

- | | |
|---|---|
| <input type="checkbox"/> Footing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Frame | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Rough-in (Insulation) | <input type="checkbox"/> Camden-Wyoming Sewer & Water Authority |
| <input type="checkbox"/> Close-in | <input type="checkbox"/> Delaware Department of Transportation |
| <input type="checkbox"/> Certificate of Occupancy (CO) for new construction | <input type="checkbox"/> Kent Conservation District |
| <input type="checkbox"/> All other inspections as required by the Inspector | <input type="checkbox"/> Fire Marshal |
| <input type="checkbox"/> (Fee & Application Required) | <input type="checkbox"/> Other _____ |

NOTE: All inspections are scheduled by the Land Use Department by calling 302.697.2299.

SCHEDULING REQUIREMENTS:

- A request made for a.m./p.m. inspection shall be scheduled for the a.m./p.m. 48 hours after the request is made.
 - Cut off for calling in inspections requests is 3:30 p.m.
- Cancellation of Inspections
 - A cancelled inspection request must be received 24 hours prior to the scheduled inspection.
 - Rescheduling a cancelled inspection without 24 hour notice shall be re-scheduled following the above inspection process. A \$75 cancellation/re-inspection fee is required.
- Re-inspections
 - Failed inspections shall be re-scheduled following the above inspection process. A \$75 re-inspection fee is required prior to being placed on the schedule.

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

PERMIT NO. _____

DATE ISSUED: _____

APPROVED: _____

DENIED: _____

REASON FOR DENIAL: _____
