



# Application for Building Permit

RESIDENTIAL CONSTRUCTION / RENOVATION

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. \_\_\_\_\_

Applicant for Permit shall be aware the subject property may be impacted by private Deed Restrictions, Bylaws and/or Covenants that are neither under the jurisdiction of nor enforceable by the Town of Camden. However, this does not relieve the property owner from the requirement to verify, confirm, and/or maintain compliance with recorded Deed Restrictions, Bylaws, and/or Covenants (which are enforceable through the Civil Court System) nor shall Camden's approval of this permit be construed to mean that the property is in compliance with applicable Restrictions.

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 \$ \_\_\_\_\_

- Single Family Residential \_\_\_\_\_ Building Area
- Duplex
- Townhouse \_\_\_\_\_ Total Floor Area Zone: \_\_\_\_\_
- Apartment/Condominium
- Addition \_\_\_\_\_ No. of Stories
- Interior Renovation
- Exterior Renovation \_\_\_\_\_ No. of Bathrooms
- Garage
- Enclosure of existing deck/or

**Foundation**

- Slab on Grade
- Crawl Space
- Basement

**Framing**

- Wood
- Metal
- Masonry

**Building Systems**

- New Plumbing
- New HVAC
- Sprinkler System

**Water**

- CWSWA
- Tidewater
- Well
- Other

**Sewage**

- CWSWA
- Kent County
- Septic
- Other

Description of other Water & Sewer facilities to be utilized \_\_\_\_\_

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

**DESCRIPTION OF MATERIALS:**

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**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](http://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"/> Other _____ |
| <input type="checkbox"/> Close-in                                           |                                      |
| <input type="checkbox"/> Certificate of Occupancy (CO) for new construction |                                      |
| <input type="checkbox"/> All other inspections as required by the Inspector |                                      |
| <input type="checkbox"/> (Fee & Application Required)                       |                                      |

**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: \_\_\_\_\_

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