

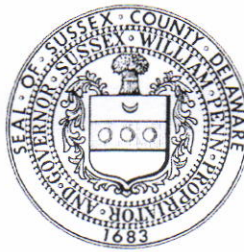
ASSESSMENT DIVISION

BUILDING PERMITS

(302) 855-7720 T

(302) 853-5874 F

buildingpermits@sussexcountype.gov



Sussex County

DELAWARE
sussexcountype.gov

Permitting Requirements within Municipalities

In addition to the permit requirements of your local municipality, a County permit is also required for certain building, placement, or improvements made to a property within Sussex County but inside the boundary of a municipality.

In most instances, plan review and inspections will be performed by your city or town officials. Some municipalities have arranged for those services to be performed by the County. Please talk to your town or city for more information.

The following all require a permit from Sussex County:

Single and Multi-Family Dwellings

Manufactured Homes

Commercial Construction

- New or Replacement

Accessory Structures

Additions & Renovations Accessory Structures

- Sheds – Pre-built & Site Built
- Gazebos & Pergolas
- Carports
- Playhouses
- Detached Structures (Garages & Pole Buildings)
- Agricultural Buildings
- Greenhouses
- Pools-Inground/Aboveground
- Solar Panel Installations (ground and structure mounted)

- Additions
- Wood Decks, Porches, Sunrooms
- Gas Fireplaces, Inserts, and Coal
- Siding
- Roofing*
- Interior/Exterior Renovations
- Finished Bonus Room
- Finished Basements
- Patios – Concrete/Brick/Paver

* Roofing includes structural sheathing or change in material such as shingle to metal.

Additionally, please see below list of projects that do not require a permit through Sussex County.

- HVAC (If replacing existing. A permit is required for new installation or additional units.)
- Fence or retaining walls located within a municipality, except for Slaughter Beach. (A permit is required for properties within the boundaries of the municipality of Slaughter Beach)
- Replacing flooring
- Painting
- Replacement of existing interior or exterior doors, or (2) or less existing windows
- Sidewalks and Driveways
- Electrical and Plumbing

For more information, contact the Sussex County Building Permit Section at (302) 855-7720



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 589
GEORGETOWN, DELAWARE 19947

**Town of Dagsboro
Building Permit Application
RESIDENTIAL**

PERMIT #

Property Owner Information

NAME

MAILING ADDRESS

PHYSICAL ADDRESS

PHONE #

BUILDING SITE ADDRESS

SUBDIVISION / LOT #

TAX MAP PARCEL #

ZONING DISTRICT

Builder/Contractor Information

NAME

MAILING ADDRESS

PHONE NUMBER

TOWN BUSINESS LICENSE #

STATE BUSINESS LICENSE #

TYPE OF IMPROVEMENT

New Building

Addition

Alteration

Repair

Replacement

Demolition

Moving (Relocation)

Garage / Carport

Shed

Deck

Pool

Fence

Other

DESCRIPTION (Be Specific)

Electrical

Install

Alter

Repair

Remove

Convert

Replace

Gas

Install

Alter

Repair

Remove

Convert

Replace

Mechanical

Install

Alter

Repair

Remove

Convert

Replace

Plumbing System

Install

Alter

Repair

Remove

Convert

Replace

DESCRIPTION: _____

LOT DIMENSIONS
NEW BUILDING SETBACKS

Width: _____ Depth: _____ SQFT: _____
Front _____
Back _____
Right Side _____
Left Side _____

Principal Type Frame:

☐ Masonry ☐ Wood ☐ Structural Steel ☐ Reinforced Concrete ☐ Other _____

Dimensions:

_____ # of Stories _____ # of Bedrooms _____ # of Bathrooms

FEE SCHEDULE:

A.

NEW RESIDENTIAL CONSTRUCTION (ONLY):

TOTAL SQUARE FOOTAGE: _____

TOTAL PROJECT COST: _____

Permit Fee:	\$85 X Square Footage X 1.25%	\$	
Water Meter	Radio Read Meter Residential \$250	Meter Size _____ \$	
	Fire Suppression System	Meter Size _____ \$	
Water Impact Fee	\$3,000 per EDU	# of EDU's _____ \$	
New Service Connection	\$2,000 per connection		
Public Service Impact Fee	\$1,500 per EDU	# of EDU's _____ \$	
Fire Dept. Impact Fee	Total Project Cost X .25% calculated upon the fixed rate of \$85 per square foot of construction cost	\$	Not to exceed \$2,500
Amb Service Impact Fee	Total Project Cost X .25% calculated upon the fixed rate of \$85 per square foot of construction cost	\$	Not to exceed \$2,500

B.

ALL OTHERS:

Total Cost of Improvements: _____ X 1.25% = \$ _____

Total Due: _____

Minimum \$50.00

Where permanent street grades have been established by the Town, sidewalks and curbing shall be installed at the expense of the Owner or Builder under the building contract. The contractor and/or owner shall comply in design, construction and use of the proposed work, with all codes and ordinances of the Town of Dagsboro, as well as the State Fire Codes and other applicable State and/or County Regulations.

The following documents must be attached prior to receiving a Town Permit:

2 Copies of Plans & Specifications (electronic copy may be requested)

Survey of Property

Contractor/Sub-Contractor's Dagsboro Business License

Water Service Application (new homes only)

Signature of Applicant _____ Date _____

REQUIREMENTS

All contractors must be licensed by the State of Delaware and the Town of Dagsboro

All sub-contractors must be licensed by the State of Delaware and the Town of Dagsboro.

If one is acting as their own general contractor and they are not normally engaged in that line of business, they must ensure all sub-contractors are properly licensed.

Building permit fees, impact fees, and meter fees must be paid at the time of the submission of the application.

Sussex County Planning & Zoning (302)855-7878

Sussex County Building Code Dept. (302)855-7860

Sussex County Building Permit Dept (302)855-7720

Sussex County Water & Sewer Dept (302)855-7719

Sussex Conservation District (302)856-7219

State of DE – Business License (302)856-5358

Building Inspector: _____

[] Approved

[] Denied Reason: _____

Date Issued: _____ Permit # _____

Certificate of Occupancy Issue Date: _____