

Town of Dagsboro
Commercial Building Permit Application
33134 Main Street, P.O. Box 420
Dagsboro, DE 19939
(302) 732-3777

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 Commercial/ Industrial
☐ Commercial Addition
☐ Commercial Remodel
☐ Tenant Fit-Out
☐ Fence
☐ Repair
☐ Replacement
☐ Demolition
☐ Moving (Relocation)
☐ Other

DESCRIPTION OF IMPROVEMENT (Be Specific; Incl. dimensions/materials when applicable)

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:

Width: _____ Depth: _____ SQFT: _____

Principal Type Frame:

[] Masonry [] Wood [] Structural Steel [] Reinforced Concrete [] Other _____

_____ # of Stories _____ # of Bathrooms

Type of Mechanical:

[] Central Air Conditioning [] Elevator [] Other _____

FEE SCHEDULE:

PERMIT #

A. NEW COMMERCIAL CONSTRUCTION (ONLY):

TOTAL SQUARE FOOTAGE: _____

TOTAL PROJECT COST: _____

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Permit Fee:	Sq Ft Construction Cost per Current ICC Building Valuation Data X 1%	\$	
Water Meter	Radio Read Meter	Meter Size _____	
		\$	
	Fire Suppression System	Meter Size _____	
		\$	
Water Impact Fee	\$3,250 per EDU	# of EDU's _____	
		\$	
New Service Connection	\$3,000 per EDU (if done by the Town of Dagsboro)	# of EDU's _____	
		\$	
Capital Improvement Impact Fee	\$3,000 per EDU	# of EDU's _____	
		\$	
Park Impact Fee	\$100 per EDU	\$	
Police Protection Impact Fee	Total Project Cost X .35%	\$	Not to exceed \$3,500
Fire Protection Impact Fee	Total Project Cost X .35%	\$	Not to exceed \$3,500
Ambulance Service Impact Fee	Total Project Cost X .35%	\$	Not to exceed \$3,500

Total Due \$ _____

B. ALL OTHERS:

Total Cost of Improvements: \$ _____ X 1% = \$ _____

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 Hard Copies & 1 Electronic Copy (pdf) of Plans & Specifications
- ☐ Survey of Property
- ☐ List of all Contractors/Sub-Contractors
- ☐ Documentation Showing Proof of Cost of Improvements (ex. Invoice, Receipt, Quote)

REQUIREMENTSAll 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.

- ☐ I agree to pay all engineering consultant fees and/or legal professional review fees incurred by the Town of Dagsboro for this application.

Signature of Applicant _____ Date _____

Building Inspector: _____

☐ Approved☐ Denied Reason: _____

Date Issued: _____ Permit # _____

Certificate of Occupancy Issue Date: _____