



# BUILDING PERMIT APPLICATION

Town of Clayton, P.O. Box 1130, Clayton, DE 19938  
(302) 653-5637

email: townofclayton@clayton-delaware.com

Property Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Address City State Zip Code

Phone \_\_\_\_\_ Email \_\_\_\_\_

Job Location \_\_\_\_\_  
Street Address City

Will you be the Contractor of Record? Yes / No

Contractor (Business Name) \_\_\_\_\_ TOC License # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street Address City State Zip Code

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor Representative Name \_\_\_\_\_ Phone \_\_\_\_\_

### TYPE OF CONSTRUCTION OR IMPROVEMENT (Circle One)

Description/Type of Construction \_\_\_\_\_ Cost \_\_\_\_\_

Shed Fence Deck Roof Sign Finish Basement Addition Renovation Alteration Demo Commercial Building  
Above Ground Pool In-Ground Pool Hot Tub Gazebo Pergolas Single-Family Dwelling Multi-Family Dwelling  
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#### New Construction Only

Building sq.ft. \_\_\_\_\_ No. Bedroom \_\_\_\_\_ Full Bath \_\_\_\_\_ Half Bath \_\_\_\_\_ No. of Stories \_\_\_\_\_ Fireplace Y / N

Porch w/roof sq.ft. \_\_\_\_\_ Porch w/o roof sq.ft. \_\_\_\_\_ Garage sq.ft. \_\_\_\_\_ Deck sq.ft. \_\_\_\_\_

Building Length sq.ft. \_\_\_\_\_ Building Width sq.ft. \_\_\_\_\_

Basement: Plumbing Y/N \_\_\_\_\_ No. of Rooms \_\_\_\_\_ Finished sq.ft. \_\_\_\_\_ Unfinished sq.ft. \_\_\_\_\_

Manufactured Home – MH # \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_

*All construction work must be in accordance with the provisions of the approved permit, adopted codes and ordinances, and is subject to inspection by the Code Official at any time without notice. Non-compliance shall result in permit/work suspension, revocation, and fines.*

### Homeowner's Association

While the Town of Clayton does not require HOA approval for permits, the Town does recommend you follow your HOA rules and regulations.

- If your HOA approves your project, please include their approval letter with your permit application.
- If you do not have an HOA approval letter, the below waiver must be filled out in order for your permit to be processed.

By signing, Property Owner (hereinafter "Owner") acknowledges that the Town of Clayton (hereinafter "Clayton") makes no assurances that any Homeowner's Association (hereinafter "HOA") with jurisdiction over the above property has approved or is aware of the project that is the subject of this permit. Owner further acknowledges that it is the Owner's sole responsibility to abide by the rules and guidelines of their HOA, and that Clayton bears no responsibility nor any liability for Owner's failure to gain approval from their HOA. Finally, Owner acknowledges that the Town of Clayton bears no responsibility nor liability for any fines, fees, and court costs assessed to Owner by their HOA for failure to abide by the HOA's rules and guidelines.

**Documents Required to be Submitted with Permit Application** - One (1) set of plans if they are 8-1/2 x 11 in size. Two (2) sets of plans if they are construction size. The same applies to all changes to building plans after approval. They must be approved by the Code Official before commencing work.

**Fire Marshal Documents** (if applicable) – Including all approved plans, inspections, and reports. (Anything not related to single- and multi-family dwellings including their accessory structures).

**Plot Plan:** Must show the following:

1. A surveyor prepared or sealed drawing with the overall dimensions and size of the property.
2. Street and road frontage with names of such.
3. Location of any existing and proposed structures with dimensions.
4. Distances from all property lines to the structure.
5. Set back lines and easement lines/areas (if applicable). **It is the permit holder's responsibility to know where property lines and easements are. If the Town of Clayton or utility company has to access the easement area for repairs or necessary work, any structures blocking access to the easement area or constructed in the easement areas may be removed at the owner's expense.**

**Detailed Construction Plan:**

1. Plans showing the project in sufficient detail to ensure building code compliance.
2. Typically, the following will be considered sufficient: foundation plan, floor plan, typical cross sections, elevation drawings, and completed energy forms.
3. Kent Conservation District approval certificate. (New Construction Only)

**Zoning District:**

Town of Clayton zoning information can be found on the Town's website under Inspections & Enforcement. Failure to follow zoning requirements may result in the project being suspended or abated at the applicant/owner's expense.

**All contractors and subcontractors are required to be licensed with the Town of Clayton.**

**State law requires the property owner or the contractor to notify MISS UTILITY (1-800-282-8555) 48 hours before any excavation begins.**

**Inspections:**

Property owners are responsible for required inspections. Re-inspections are subject to an additional fee and will be billed directly to the property owner by the Town of Clayton. Final inspections are required to close out a permit. Construction work without a final inspection will remain open and subject to a fee.

- Town of Clayton (302) 653-5637 Final inspections for sheds, fences, signs, and dumpster/PODS.
- First State Inspection Agency (302) 422-3859 Final inspections for all other projects and construction.

**Applications must be complete and submitted with construction documents to be processed. Please allow up to ten (10) business days for plan review and permit processing.**

Property Owner Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Phone \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed By (Staff Initials): \_\_\_\_\_ Date: \_\_\_\_\_

Approved / Denied Reason: \_\_\_\_\_