



Phone: 302-653-5637 Fax: 302-653-2017

Department of Inspections & Enforcement

# BUILDING PERMIT APPLICATION

## IDENTIFICATION

Property Owner (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Will you be acting as the Contractor of record: ☐ YES ☐ No Email Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

License Holder Name (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

## JOB LOCATION

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Tax Parcel No. \_\_\_\_\_ Zoning District: \_\_\_\_\_

## TYPE OF CONSTRUCTION OR IMPROVEMENT (circle one)

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

Single-Family / Two Family Dwelling Addition Alteration Renovation Commercial Bldg. Multi Family Dwelling.

New Plumbing: ☐ Yes ☐ No New Electric: ☐ Yes ☐ No New HVAC: ☐ Yes ☐ No

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

### New Construction only

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

Width \_\_\_\_\_ Length \_\_\_\_\_ Porch ☐ w/roof ☐ w/o roof Garage: Y / N sq.ft. \_\_\_\_\_

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

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 Building Official at any time without notice. Noncompliance shall result in permit/work suspension, revocation, and fines.

NOTE: Application 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 (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Contractor License Holder: (Signature): \_\_\_\_\_ Date \_\_\_\_\_

-----OFFICE ONLY-----

Reviewed by (Staff initials): \_\_\_\_\_ Date: \_\_\_\_\_

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

Building Permit Application

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Revised 3/14/24



**Documents required to be submitted with permit application: (2 sets)** All changes to building plans after approval, must be approved by the Building Official before commencing work.

**Fire Official Documents** (if applicable) including all approved plans, inspections, and reports. (Anything not related to single and two family dwellings including their accessory structures).

**Plot Plan:** Must show the following

1. A surveyor prepared or scaled 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 area 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 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 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 Inspection** for Sheds, Fences, Signs, and Dumpster/PODS.

**First State Inspection Agency (302-422-3859):** Inspections for all other projects and construction.

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contractor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Homeowner’s Association:** (This page must be submitted if property has an HOA). While the Town of Clayton does not require HOA approval for permits, the Town does recommend you follow your HOA rules and regulations.

- 1. If your HOA approves your project, please include their approval letter with your permit application.
- 2. 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 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 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.

\_\_\_\_\_  
Property Owner (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (Signature)

\_\_\_\_\_  
Property Address City, State, Zip