



Phone: 302-653-5637

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Department of Inspections & Enforcement

BUILDING PERMIT APPLICATION

JOB LOCATION

No. _____ Street _____ Subdivision _____ Lot _____

Tax Parcel No. _____

Is this property in FEMA's floodplain? Yes or No (please circle one)

TYPE OF CONSTRUCTION OR IMPROVEMENT

Circle improvement

Commercial Bldg. Single-Family Dwelling Multi-Family Dwelling Shed Garage Demo Porch Deck
Addition Alteration Renovation Hot Tub Fence Gazebo Roof Siding Sign In-ground Pool
Above-Ground Pool Storable Pool

Manufactured Home – MH# _____ Year _____ Make _____

Description and Cost of Construction:

Foundation Type

Slab on grade
Crawl space
Basement
Piers

Framing Type

wood
steel
masonry
concrete

Building Systems

new plumbing
new HVAC

New Construction

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. _____

IDENTIFICATION

Owner: Name _____ Phone # _____

Mailing Address _____

Email Address for Notifications _____

Contractor: Name _____ Phone # _____

Mailing Address _____

Town of Clayton Contractors License # _____

Print Name of Applicant _____ Phone # _____

Applicant Signature _____ Date _____

Print Name of Owner _____ Phone# _____

Owner's Signature _____ Date _____

Application **will not** be processed if required documents are not submitted with application. Please **allow three (3) business days** for plan review and permit processing.



Documents required to be submitted with permit application: (2 sets)

Plot Plan:

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.

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)

Home Owner's Association Approval: Subdivisions only.

Permits required for the following:

- New Construction and Additions
- Demolition
- Manufactured Home Placement
- Shed and Out Buildings (setbacks are 5 feet from rear property line and 3 feet from side property line)
- Pools and hot tubs (all pools and tubs designed for filtering system and are 24 inches and deeper)
- Roofing and siding replacement
- Fences
- Structural Renovations
- Decks and gazebos (hurricane straps mandatory on all floor joist and girders)
- All signs

All contractor's and subcontractor's 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.

I have read and understand the above regulations set forth by the Town of Clayton.

Signature of Applicant

Date

Signature of Owner

Date