



City of Harrington
106 Dorman Street
Harrington, DE 19952
(302) 398-3530 Fax: (302) 398-4477

Submit Date _____

Permit No. _____

Building Permit/Zoning Certificate Application

Property Address: _____ Tax Map/Parcel No: _____ Property Size: _____ Zoning: _____	Estimated Cost of Project: _____
Project Description: _____ _____	

Please check one of the boxes below for primary contact to receive permit information

<input type="checkbox"/> Property Owner Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____	<input type="checkbox"/> Contractor Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____	<input type="checkbox"/> Engineer/Architect Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____
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Application Type (Check all that apply)

<input type="checkbox"/> New Residential Building _____ Sq. Ft. New Building	<input type="checkbox"/> Addition to Existing Building _____ Sq. Ft. Existing Building _____ Sq. Ft. Added to Building
<input type="checkbox"/> New Commercial Building _____ Sq. Ft. New Building	<input type="checkbox"/> Building Alteration/Renovation
<input type="checkbox"/> New Accessory Structure _____ Sq. Ft. New Building	<input type="checkbox"/> Signage (Please note how many of each type) _____ Freestanding _____ Wall _____ Awning/Projecting _____ Other
<input type="checkbox"/> Fence Type: _____	<input type="checkbox"/> Other Explain: _____
<input type="checkbox"/> Pool Type/Size: _____	
<input type="checkbox"/> Demolition Sq. Ft. Demolished _____	
<input type="checkbox"/> Deck/Porch Dimensions: _____	

Structure Information

<p>Principle Type of Frame</p> <p>_____ Masonry</p> <p>_____ Wood Frame</p> <p>_____ Structural Steel</p> <p>_____ Metal</p> <p>_____ Reinforced Concrete</p> <p>_____ Other</p>	<p>Dimensions</p> <p>Width _____ Length _____</p> <p>Height (ft.) _____ # of Stories _____</p> <p>Gross Floor Area: _____</p> <p>Footprint Area SF: _____</p> <p>Total number of bedrooms: _____</p> <p>Total number of bathrooms: _____</p>	<p>Outside Agency Permits</p> <p>DELDOT _____</p> <p>State Fire Marshal _____</p> <p>Kent Conservation _____</p> <p>DHSS (Plumbing) _____</p> <p>DHSS (Food Service) _____</p> <p>Corner Lot</p> <p style="text-align: center;">Yes No</p>
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Zoning & Setback Information

Proposed:	Front _____	Side _____	Side _____	Rear _____	Lot Coverage _____
Required:	Front _____	Side _____	Side _____	Rear _____	Lot Coverage _____
Easements (w/ Deed Reference): _____			Site Plan Approval No. & Date: _____		
Flood Zone _____	FIRM Panel No. _____	Source Water Protection Area		___ Yes ___ No	

For Office Use Only

<p>Applicable Fees</p> <ol style="list-style-type: none"> 1. Zoning Compliance Certificate \$ _____ 2. Building Permit Fee <ol style="list-style-type: none"> a. VOC Base Fee \$ _____ b. Plan Review Fee \$ _____ 3. Demolition Permit \$ _____ 4. Site Inspection \$ _____ 5. Infrastructure Inspection \$ _____ 6. Water Impact Fee \$ _____ 7. Sewer Impact Fee \$ _____ 8. Sewer Connection Fee \$ _____ 9. Water Connection Fee \$ _____ 10. Water Meter Fee \$ _____ 11. Sprinkler Fee \$ _____ 12. Community Impact Fee \$ _____ 13. Kent County Impact Fee \$ _____ Total Fees Due: \$ _____ 	<p>Approvals</p> <p>Building Inspector: _____ Date _____</p> <p>City Planner: _____ Date _____</p> <p>Permit Issue Date: _____</p> <p>Fees Paid On: _____</p> <p>Comments/Special Conditions: _____</p> <p>_____</p> <p>Clean Hands</p> <p>Property Taxes _____</p> <p>Utilities _____</p> <p>Misc. Billing _____</p> <p>Violations _____</p>
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Applicant's Certification: By completing this application, the applicant hereby certifies as follows under penalty of perjury: (1) I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized to by the owner to make this application as their agent; (2) That the information on this application (and construction documents) provides full disclosure and is accurate to the fullest extent possible; and (3) That the information contained in the application and construction documents is in compliance with all applicable covenants or deed restrictions.

Applicant's Signature: _____ Date: _____

Applicant Printed Name: _____

SPECIAL NOTE* All contractors and subcontractors must have a current Contractor's License with the City of Harrington in order for the permit to be issued. Please attach a full list of all contractors and subcontractors (with their accompanying contact information) who will be involved in the building process along with this application.**

Building Permit Submission Requirements

Each permit is issued a list of required inspections. The permit applicant is responsible for obtaining approval for each required inspection prior to proceeding beyond the point indicated. Any questions should be brought to the attention of the Building Code Official – David Naples at 410-920-5009 or by email at: david.naples@rve.com.

Permit application submittal documents shall be in accordance with the most recently adopted edition of the International Building Code. Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted to the City of Harrington via electronic medium in .pdf format for review and approval. The construction documents shall be prepared by a registered design professional in accordance with DE Title 24 as applicable for construction other than 1 and 2 family dwellings and their associated accessory structures. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted building code and relevant laws, ordinances, rules and regulations, as determined by the building official.

Outside Reviewing Agencies

You may also be required to obtain permits or approvals from the following agencies as applicable:

City Engineer – Stormwater Management

Contact: Aquilino “June” Andres, Jr. - Aquilino.Andres@rve.com Telephone: (302) 266-0212

Kent Conservation District – Erosion & Sediment Control Plans

Contact: Jared Adkins – jared.adkins@state.de.us Telephone: (302) 697-6176 ext. 3

DelDOT – Access Management Permits

Contact: Joshua Schwartz – joshua.schwartz@state.de.us Telephone: (302) 760-2768

Delaware State Fire Marshal – Fire Protection Plan Review

Contact: John Reedy – john.reedy@state.de.us Telephone: (302) 739-5665

Delaware Health & Social Services (DHSS) – Plumbing Permit

Contact: Lawson Losh – lawson.losh@state.de.us Telephone: (302) 741-8600

Delaware Health & Social Services (DHSS) – Food Service Permit

Telephone: (302) 741-8640

Electrical – Third Party List:

<http://statefiremarshal.delaware.gov/pdfs/electricalinspectionagencies.pdf>

Miss Utilities (Call Before You Dig) – Telephone: 1-800-282-8555

Chesapeake Utilities (Gas Lines) – Telephone: (302) 734-6700

Delmarva Power (Electricity) – Telephone: 1-800-375 -7117

Verizon (Phone) – Telephone: 1-866-921-0769