

TOWN OF DELMAR

Code Enforcement Officer

100 S. Pennsylvania Ave.

Delmar, MD 21875

Ph: 410-896-2777/302-846-2664

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www.townofdelmar.us

Building Permit #: _____

Tax ID #: _____

ACCESSORY BUILDING PERMIT APPLICATION

(Accessory structure includes sheds, garages, decks, swimming pools, roof replacements, etc...)

PROJECT INFORMATION

Application Date: _____ Est. Cost of Construction: \$ _____

Project Address: _____

Type of Improvement: Garage Shed Deck Swimming Pool Re-Roof Other: _____

Is the improvement located in a Historic District? Yes No

Is the improvement located in a Home Owner's Association? Yes No

If Yes, which Neighborhood Association? _____

Property Use: Single Family Dwelling Duplex Townhouse Apt. Bldg Commercial

PROPERTY OWNER INFORMATION

Name of Property Owner(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

CONTRACTOR'S INFORMATION

Contractor's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Business Phone: () - _____

SWIMMING POOLS – pools containing 24 inches or more of water shall have a barrier/fence either surrounding the property or pool area or otherwise make the pool inaccessible to small children. The enclosure shall not be less than 48-inches above finished grade with vertical openings not allowing passage of a 4-inch diameter sphere. Enclosure access gates shall open outward away from the pool and shall be self-closing and have a self-locking device.

DETACHED STRUCTURES (*garages, sheds and carports*) - shall have minimum 5' rear and 3' side yard set backs of five feet (interior lots). A site/plot plan should accompany the building plans showing the location of the structure and the correct set backs. **If the proposed structure is located on a corner lot with two street frontages, two front yard set backs of twenty-five feet are required and two side yard set backs of ten feet.** All Detached Structures 14'x14' or larger, must appear before P&Z for review and approval.

DECKS/UNENCLOSED PORCHES – Requires site plan and review by Planning & Zoning Commission. Detached Decks are reviewed/approved by CEO.

Applicant's Name: _____ Phone: () - _____

Applicant's Email: _____ Date: _____

Office Use Only

Required Approvals Date/Initials

Building _____

Zoning _____

Permit Fee: \$ _____

Ck # _____

RIGHT OF WAYS AND EASEMENTS

This building permit authorizes the builder/contractor to construct the structure only within the foot print of the submitted plans. This permit DOES NOT give authorization to construct or install utilities in the Town of Delmar right-of-ways or easements. If any construction or installation of utilities is to be done in the Town of Delmar right-of-ways or easements, you MUST FIRST obtain written authorization from the Town of Delmar.

REQUIRED INSPECTIONS

! **Footing Inspection** - Footings/foundations shall be inspected before concrete is poured.

***Note:** The bottom of all footings shall be 24" below finish grade except accessory buildings under 600 square feet. Accessory buildings shall be a minimum of 12" below finish grade.*

! **Foundation/Floor Joist/Girders** - The foundation shall be inspected when the foundation, floor joist and girders are in place without sheathing.

! **Framing Inspection** - A framing inspection shall be made when the building has been completely roughed-in and when the plumbing, mechanical and electrical work has been inspected and approved. Proof of the plumbing, electrical and mechanical approved inspections shall be posted with the inspectors date and signatures.

! **Final** - A final inspection shall be made only after plumbing, electrical, mechanical, gas installations have been completed and approved. All final certificates of approval shall be made available to the Building Inspector prior or during the final inspection. No building shall be occupied until a Certificate of Occupancy has been issued.

***Note:** Final grading and drainage from the building shall be completed and in accordance with the Building Code and submitted site plans; submitted and approved by the Department of Public Works.*