

# TOWN OF DELMAR

Code Enforcement Officer  
100 S. Pennsylvania Ave.  
Delmar, MD 21875  
Ph: 410-896-2777/302-846-2664 Fax: 410-896-9055  
[www.townofdelmar.us](http://www.townofdelmar.us)

Building Permit #: \_\_\_\_\_  
Tax ID #: \_\_\_\_\_

## ACCESSORY BUILDING PERMIT APPLICATION

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

### PROJECT INFORMATION

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

Project Address: \_\_\_\_\_

Type of Improvement:  Garage  Shed  Deck  Swimming Pool  Other: \_\_\_\_\_

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

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? \_\_\_\_\_

Brief Description of work: \_\_\_\_\_

### 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.**

**DECKS/UNENCLOSED PORCHES** – Requires site plan and review by Planning & Zoning Commission.

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.*