

TOWN OF DELMAR

Code Enforcement Officer
100 S. Pennsylvania Ave.
Delmar, MD 21875
Ph: 410-896-2777/302-846-2664
www.townofdelmar.us

Building Permit #: _____
Tax ID #: _____
Fax: 410-896-9055

COMMERCIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION

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

Project Address: _____

Project Description: _____ Tenant Name: _____

Type of Construction: For New Buildings: New Shell Only Tenant Fit-Out

Existing Buildings: Addition Alterations Repairs Tenant Fit-Out

PROPERTY OWNER INFORMATION

Name of Property Owner(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

ARCHITECT/ENGINEER OF RECORD

Name of Architect/Engineer: _____

Mailing Address: _____ Business Phone: () _____

City: _____ State: _____ Zip: _____

CONTRACTOR'S INFORMATION

Contractor's Name: _____

Mailing Address: _____ Business Phone: () _____

City: _____ State: _____ Zip: _____ Home Builder Reg. # (MD Only) _____

CONTACT PERSON

(Contact Person will receive ALL correspondence, notices and questions regarding permit processing and plan review)

Name of Contact: _____ Phone: () _____

Email: _____

I hereby certify that I have read & completed this application and know the same to be true & correct. All provisions of the law & ordinances governing the proposed work will be complied whether specified or not. The final lot grading will be in general conformance with the approved site plan and erosion control measures shall be installed and properly maintained to avoid sediment runoff in violation of the Maryland Department of Environment. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

Applicant's Name: _____ Phone: () _____

Office Use Only	Payment Record	Approvals	Date/Initials
Plan Review Fee:	Ck #:	<input type="checkbox"/> Building Code	_____
Actual Est. Const. Cost:		<input type="checkbox"/> Zoning Code	_____
Permit Fee:	Ck #:		_____
Date Issued:			_____
Water/Sewer Connection Fees:	Ck #:		_____

RIGHT OF WAYS AND EASEMENTS

This building permit authorizes the builder/contractor to construct the structure only within the footprint 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 Department of Public Works.

REQUIRED INSPECTIONS

1. **Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place.
2. **Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
3. **Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, and vents to be concealed are complete and the rough electrical, plumbing are approved.
4. **Energy efficiency inspections.** Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.
5. **Final inspection.** The final inspection shall be made after all work required by the building permit is completed.

COMMERCIAL BUILDING PERMIT APPLICATION REQUIREMENTS

1. For new construction and additions. Should be specific to DE Agencies & MD Agencies
 - Three sets of signed and sealed plans, including MEP's
 - All plans must be fully detailed to meet the standards of the International Building Code. (see Code Enforcement Officer for which edition of the IBC)
 - An approved site plan is required at time of submittal
 - Two copies of COMcheck thermal envelope
 - One copy of the COMcheck for the mechanical and electrical systems
 - State of Maryland/Delaware Construction License is required prior to issuance of the building permit
2. One set of plans is required to be submitted to the Wicomico County Fire Marshall's Office, located at 125 N. Division Street, Room 201 of the Government Office Building. For additional information for fire safety reviews, contact the Fire Marshall's office at 410-548-4994. OR – Sussex County Fire Service, Delaware Fire Service Center, 22705 Park Ave., Georgetown, DE 19947, Ph: 302-856-5298, Fax: 302-856-5800.
3. For purposes of fee determination, construct shall be as follows:
 - A. For new construction and additions, the greater of:
 - i. The proposed cost stated on the building permit application or;
 - ii. The cost as determined from the most recent Building Valuation Data published by the International Code Council

COMMERCIAL ALTERATIONS AND RENOVATIONS

- Two sets of signed and sealed plans, including MEP's
 - A site plan may be required based on the scope of work
1. For alteration or renovation of existing buildings, the proposed cost stated on the Building Permit Application.
 2. Plan review fee must be paid at the time of submission; payment shall be made to the Town of Delmar. The building permit fee shall be paid at the time or prior to the issuance of the building permit.
- Davis, Bowen & Friedel – Construction Plan Review ***
- Fire Marshal Review ***