

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

Building Permit #: _____
Tax ID #: _____

RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT INFORMATION

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

Project Address: _____

Property Use: Single Family Dwelling Two-Family Dwelling Townhouse

Type of Construction: New Construction Addition Alterations Repairs Roofing

Brief Description of work: _____

New Construction Only:

Total Heated Area: _____ sq. ft. 1st Flr: _____ sq. ft. 2nd Flr: _____ sq. ft. 3rd Flr: _____ sq. ft.

Total Unheated Area: _____ sq. ft. 1st Flr: _____ sq. ft. 2nd Flr: _____ sq. ft. 3rd Flr: _____ sq. ft.

PROPERTY OWNER INFORMATION

Name of Property Owner(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone #: _____

CONTRACTOR'S INFORMATION

Contractor's Name: _____ Home Builder Reg # (MD Only): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Bus. Ph: _____

CONTACT PERSON

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

Contact Name: _____ Phone: _____

Email: _____

Complete plans, specifications and plot plan are attached as part of this application. I understand that curb, gutter and sidewalk along street frontage is a requirement of the permit and that new structures shall not be occupied until a Certificate of Occupancy has been issued. All provisions of laws and ordinances governing construction and zoning will be complied with, whether specified herein or not. **Please read the attached page. You will be held responsible. Final approved grading shall be a condition of an Occupancy Permit.**

Applicant's Name: _____ Phone: _____

Office Use Only

Payment Record

Approvals

Date/Initials

Date Received:	Received By:	<input type="checkbox"/> Building Code	
Plan Review Fee:	Ck #:	<input type="checkbox"/> Zoning Code	
Actual Est. Const. Cost:			
Permit Fee:	Ck#		
Date Issued:			
MD Home Builders Fee \$50.00	Ck#		
Water/Sewer Connection Fees:	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 Department of Public Works.

REQUIRED INSPECTIONS

- **On Site Stake Out**
- **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.
- **Electrical Inspection**
- **Plumbing Inspection**
- **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.
- **Insulation Inspection** – The insulation shall be inspected prior to covering structural members.
- **Fire Marshal** – Sprinkler System – MD only
- **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 Code Enforcement Officer or designee.*

RESIDENTIAL PLAN REQUIREMENTS

- **Two complete sets of plans must be submitted for all projects drawn to scale.**
- **All Contractors must hold and provide proof of their Maryland/Delaware Home Improvement License upon application for permit.**
- **All plans must be fully detailed to meet the standards Edition of the International Residential Code. (see Code Enforcement Officer for which edition of the IRC)**

New Residences & Additions

A. Site Plot Plan

- All building dimensions and distances to the lot lines

B. Foundation Plan - Drawn to Scale

- Pier and wall footing sizes, spacing, etc.
- Girder sizes, spans, species and grade of lumber
- Floor joist sizes, species, grade and spacing
- Ventilation and crawl space access requirements

C. Floor Plans - Drawn to Scale

- Room dimensions
- Door and window sizes and locations
- Header, beam and ceiling joist sizes, species and grades
- Existing floor plans (for Additions)

D. Roof Plan - Drawn to Scale

- Rafter sizes, species, grade and spacing
- Venting requirements
- Mechanical roof up-lift fasteners

E. Exterior Elevations

- Exterior finishes, flashing, etc.

F. Special Engineering not addressed in the Building Code

- Floor and roof truss layouts, laminated and steel beams, etc.