



# Town of Millville

36404 Club House Road  
Millville, DE 19967  
(T) 302-539-0449 (F) 302-539-0879

PERMIT # \_\_\_\_\_

## APPLICATION FOR BUILDING PERMIT

(Please Print All Information)

PROPERTY OWNER(S) NAME: \_\_\_\_\_

Property Address: \_\_\_\_\_

City/State/Zip : \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Lot #: \_\_\_\_\_

County Tax Map #: 1-34 - \_\_\_\_\_ Subdivision: \_\_\_\_\_

NAME of BUILDER: \_\_\_\_\_

Point of Contact (POC): \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ MILLVILLE BUSINESS LICENSE NO. \_\_\_\_\_

### CHECKLIST OF ITEMS NEEDED PRIOR TO TOWN PERMIT:

- TWO (2) SETS OF DETAILED PLANS
- SITE SURVEY PROVIDED
- COPY OF SUSSEX COUNTY PERMIT
- HOA APPROVAL (When Applicable)

### NOTES/COMMENTS:


Total Square Footage: \_\_\_\_\_

- BUILDING PERMIT APPLICATION for: New Construction  Existing Construction
- Repair/Renovate/Tenant Fit Out  Move Structure In / Out of Town  Accessory Building
- Fence/Sidewalk/Outside Shower  Open deck/Patio  Swimming Pool  Demolition
- Other  Describe: \_\_\_\_\_

TOTAL COST OF CONSTRUCTION: \$ \_\_\_\_\_ TOTAL COST OF PERMIT: \$ \_\_\_\_\_

I, the applicant, agree that I have read and understand this document and that all the information provided is true and factual to the best of my knowledge. I and/or the builder will adhere to the approved plans and comply with the Code of the Town of Millville. Upon completion of the work described, I will provide all documentation requested by the Town Official so that a final inspection by the Town can be completed. A Certificate of Occupancy or Completion will be issued by the Town of Millville if the work is in compliance with the Town Code. Failure to obtain a Certificate from the Town of Millville is a violation of Article XII; Section 7 of the Town Code and subject to penalties. I further agree that all work will be in conformance with either the IRC or IBC as adopted by the Town. I agree to repair or pay the reasonable cost of repair to any public or private property damaged in the course of the work hereby authorized.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONSTRUCTION HOURS:** SEPT. 1 TO MAY 15: MONDAY THRU FRIDAY: 8 AM TO 7 PM; SATURDAY: 8 AM TO 5 PM.

MAY 16 TO AUG. 31: MONDAY THRU FRIDAY: 7:30 AM TO 7 PM; SATURDAY: 8 AM TO 5 PM.

**NO CONSTRUCTION ON SUNDAY (EXCEPT HOMEOWNER; SEE ORDINANCE 07-07 ART. II-C)**

This Section to be completed by Town Official

PARCEL: Zoned \_\_\_\_\_ In Flood Zone \_\_\_\_\_ Wetlands on Site \_\_\_\_\_ Elevation Certificate Needed \_\_\_\_\_  
As Built/Final Location Survey Needed: \_\_\_\_\_ Planning & Zoning / Board of Adjustment \_\_\_\_\_ CO \_\_\_\_\_

Approved by: (Town Official): \_\_\_\_\_ Date: \_\_\_\_\_