

BUILDING PERMIT APPLICATION

BUILDING PERMITS ARE REQUIRED FOR ALL RESIDENTIAL & COMMERCIAL CONSTRUCTION

Includes but not limited to:

- Accessory Buildings • Pole Buildings**
- Sheds • Garages • Additions • Renovations**
- Moving Structures In or Out of Town**
- Demolition • Tenant Fit Outs • Fences**
- Trash Enclosures • Outside Showers**
- All Season Rooms • Screen Porches**
- Decks • Outdoor Living Areas**
- Concrete Patios & Walkways • Paver Patios**
- & Walkways • Inground Swimming Pools**

★Contact us if you are not sure if your improvements require a building permit.

All financial obligations to the Town must be paid in full prior to issuance of permit as per the Clean Hands Ordinance.

Complete and sign both pages of the Building Permit Application/Agreement form. Include all applicable checklist items listed on the application. The Town has a minimum of 5 business days from the date the application is received to review the construction plans and return to the applicant along with the Plan Review/Building Permit fee due.

APPLICATIONS & COMPLETE BUILDING PERMIT GUIDELINES CAN BE FOUND AT
www.millville.delaware.gov

CONSTRUCTION PLAN REQUIREMENTS

All construction plans to be drawn and work completed according to the ICC 2012 and the Town of Millville Codes. Construction plans to include the following if applicable:

➤ **FOUNDATION PLAN**

- Overall Dimensions
- Block & Footing Sizes
- Pier or Column Footing Sizes, Spacing & Locations
- Number of Vents & Locations
- Size of Girders to be Used

➤ **FLOOR PLAN**

- Overall Size including Room and Window Sizes
- Attic Access
- Roof or Floor Truss, Steel Beams or Columns

➤ **TYPICAL CROSS-SECTION**

- Stud Sizes, Spacing & Spans
- Roof Pitch & Covering
- Two Story, Full End to End Cross Sections

➤ **ELEVATION DRAWINGS**

- Front & Side (Unless Full Cross Sections are provided)

**Manufacture, shop drawings sealed, shall be submitted showing span loads designed within acceptable engineering practice.*



Building Permit & Inspection Guidelines



ERIC EVANS
Code & Building Official

TOWN OF MILLVILLE
36404 Club House Road
Millville, DE 19967

www.millville.delaware.gov

Tel: 302.539.0449

Fax: 302.539.0879

INSPECTION	SCOPE OF WORK TO BE COMPLETED & SCHEDULING (If Applicable)
FOOTERS	Trenches dug to specifications. Steel supported at a minimum of 3" above bottom of footer and grade pins in place. A copy of any soil load bearing capacity reports, if done, shall be made available to the inspector at the time of inspection. The inspector may use a hand penetrometer to establish or confirm the load bearing capacity of the soil. ⌚ One inspection per building, schedule after digging, forming and installation of metal, but before pouring.
FOUNDATION & WALLS	Poured walls will be inspected after the steel is installed and prior to pouring. Poured walls will have rebar installed as follows: ✓3' walls will have vertical rebar at a minimum of every 6' and one horizontal, a maximum of 12" from the top. ✓Walls greater than 3' will have vertical rebar every 6' and two horizontals, one in the top 12" and one in the bottom third or as determined by the inspector. ✓Block walls will be inspected once completed, anchor bolts installed and prior to sill plate installation. ⌚ One inspection per building after forming, installation of metal and any other appurtenance but before pouring.
BACKFILL	⌚ Inspection to be scheduled after exterior & exterior drain systems have been installed, Bitomase material applied and crock installed.
PRE FLOOR	Inspection includes insuring layout is according to plans submitted and nailing is in accordance with standard practices. ⌚ Schedule prior to covering floor joists.
SLAB ON GRADE	After all preparation specifications are met but before pouring concrete. 6 MIL polyethylene vapor barrier shall be placed over all of the base with a minimum of 6" overlap. No bare base shall be uncovered including around the perimeter of the slab and around any penetrations. Wire mesh installed according to plans. Rebar installed in thickened slabs. Insulation around perimeter. A copy of any soil compaction report, if done, shall be made available to the inspector at the time of inspection. Inspector may use a hand penetrometer to establish or confirm soil compaction. ⌚ One inspection per building after forming, installation of metal and any other appurtenance but before pouring.
FRAMING, SHEATHING, CLOSE IN	Prior to inspection, all rough-in plumbing and electrical inspection stickers or reports shall be posted in the unit to be inspected. All other required items are to be in place and all air and fire sealing is to be completed. Unit to be cleared of stock and broom swept. Inspector shall be accompanied by the project superintendent or their designee equipped with fire foam or caulking device. ⌚ Schedule after plumbing and electrical rough-in inspections.
INSULATION	Model Energy Code inspection follows the framing/close-in inspection. ⌚ Schedule after installation but before drywall is installed.
FINAL	Final inspection means FINAL. The unit should be move in ready immediately following the inspection. The final site survey with topo is required before the Certificate of Occupancy/Completion is issued to the applicant. ⌚ Schedule after plumbing and electrical final inspections have passed.
RE-INSPECTION	If the inspector deems a project non-compliant, a re-inspection will be required. The applicant is required to pay the \$75 re-inspection fee at the Town Hall prior to scheduling the re-inspection.

⌚ **To schedule inspections, contact the Town's Code & Building Department at 302-539-0449. Schedule inspections 24 hours in advance.**

ELECTRICAL ROUGH IN & FINAL INSPECTION Consult your electrician or contact one of the following: First State Inspection Agency 302.422.3859; Middle Department Inspection Agency 302.875.4514; American Inspection Agency 302.732.6969

PLUMBING ROUGH-IN & FINAL INSPECTION Contact your plumber or Delaware Department of Health 302.856.5122