



**TOWN OF MILLVILLE**  
 36404 Club House Road  
 Millville, DE 19967  
 TEL: 302-539-0449 FAX: 302-539-0879  
 www.millville.delaware.gov

DATE RECEIVED: \_\_\_\_\_

BUILDING PERMIT #: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

**Complete ALL Information on Both Pages**  
**(Permits may take up to a week or more to be processed)**

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

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Tax Map Parcel: 134- \_\_\_\_\_ - \_\_\_\_\_ Subdivision: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Millville Business License #: \_\_\_\_\_

**CHECKLIST OF ITEMS NEEDED PRIOR TO  
 ISSUANCE OF PERMIT:**

- Two (2) Sets of Detailed Plans
- Site Survey
- Copy of Sussex County Building Permit
- HOA Letter of Approval (When Applicable)
- (For Walkways ONLY)* Proposed topography plan
- Total SF \_\_\_\_\_

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUILDING APPLICATION FOR:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> New Construction               | <input type="checkbox"/> Existing Construction         | <input type="checkbox"/> Additions                       |
| <input type="checkbox"/> Fence/Sidewalk/Outside Shower  | <input type="checkbox"/> Accessory Building            | <input type="checkbox"/> Deck/Porch/Concrete/Paver Patio |
| <input type="checkbox"/> Repair/Renovate/Tenant Fit Out | <input type="checkbox"/> Move Structure In/Out of Town | <input type="checkbox"/> Inground Pool                   |
| <input type="checkbox"/> Demolition                     | <input type="checkbox"/> Other: _____                  |  |

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

**TOWN OFFICIAL USE ONLY**

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

PARCEL: Zoned: \_\_\_\_\_  In Flood Zone  Wetlands on Site  Elevation Cert Needed  P&Z/BOA

Final Topo Survey  CO  CC  Other: \_\_\_\_\_

INSPECTIONS AS REQUIRED: (Certificates of Occupancy/Completion may not be issued if inspections are not scheduled.)

- |  |  |   |                                    |                                      |
|--|--|---|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Footer        | <input type="checkbox"/> Foundation              | <input type="checkbox"/> Backfill           | <input type="checkbox"/> Pre-Floor | <input type="checkbox"/> Slab/House  |
| <input type="checkbox"/> Slab/Porch(s) | <input type="checkbox"/> Slab/Garage             | <input type="checkbox"/> Exterior Sheathing | <input type="checkbox"/> Frame     | <input type="checkbox"/> Driveway    |
| <input type="checkbox"/> Sidewalk      | <input type="checkbox"/> Outside Shower Drainage | <input type="checkbox"/> Insulation         | <input type="checkbox"/> Final     | <input type="checkbox"/> Other _____ |

Authorized Town of Millville Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please review Chapter 155 on our website for complete building guidelines.

### BUILDING PERMIT AGREEMENT

A building permit has been requested to erect, move, add to or alter an existing structure within the Town of Millville. The Town has certain regulations, which you must comply with in order to obtain a building permit and work on a dwelling in the Town. Your signature on this agreement indicates that you understand and will obey the following regulations:

1. Building permits must be picked up and fees paid before work begins. **If work starts before permit is picked up and fee paid the building permit fee will be doubled.** Permits are to be displayed during construction.
2. All construction to be drawn and work completed according to the IRC/IBC as adopted by the Town of Millville and all Municipal Codes.
3. Inspections required will be determined during the permit review, however, the inspector has the authority to enter onto any construction site to visualize and inspect the construction practices being performed at all times during the construction period. **To avoid penalties, schedule all required inspections that are checked off on the approved building permit application. Certificates of Occupancy/Completion may not be issued if inspections are not scheduled.**
4. If the inspector deems a project non-compliant, a re-inspection will be required. The applicant is required to pay the re-inspection fee of \$75.00 at Town Hall prior to scheduling a re-inspection.
5. If the work described in any building permit other than a dwelling or dwelling unit has not been substantially completed, within one year of the date of issuance thereof, said permit shall expire and be cancelled by the Town Official. Substantially completed shall mean approximately eighty percent (80%) completed. If the work described in any building permit shall be for the repair or construction of a dwelling or dwelling unit and is not completed within one year, said permit shall expire and be cancelled by the Town Official.
6. **All contractors and sub-contractors working on this permit shall possess a current business licenses from both the State of Delaware and the Town of Millville.**
7. The construction site shall be kept clean; no refuse, trash or other waste material shall accumulate on the work site.
8. **Hours of construction in the Town of Millville.**  
**SEPT 1<sup>st</sup> thru MAY 15<sup>th</sup>: MONDAY thru FRIDAY - 8:00 am to 6:00 pm; SATURDAY - 8:00 am to 4:00 pm**  
**MAY 16<sup>th</sup> thru AUG 31<sup>st</sup>: MONDAY thru FRIDAY - 7:30 am to 6:00 pm; SATURDAY - 8:00 am to 4:00 pm**  
**NO CONSTRUCTION ON SUNDAY (EXCEPT HOMEOWNER)**
9. Upon completion of the work described, all documentation requested by the Town Official is to be submitted so that a FINAL INSPECTION by the Town can be complete. A Certificate of Occupancy or Completion must be obtained from the Town Official once the work is completed. The dwelling cannot be occupied until the certificate is obtained. Failure to obtain a certificate from the Town is a violation of the Town Code and subject to penalties Article XII; §155-65, Topography must be submitted for new construction before CO/CC is issued.

I, the applicant, agree that I have read and understand this agreement and that all the information provided is true and factual to the best of my knowledge. I and/or the contractor will adhere to the approved plans and comply with the Town of Millville Code. 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.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_