



# TOWN OF TOWNSEND BUILDING PERMIT APPLICATION

RESIDENTIAL- NEW DWELLINGS, ADDITIONS AND RENOVATIONS

Staff Use Only

Parcel Number: \_\_\_\_\_ Permit No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

### SECTION ONE - Property Owner Information

Property Owner(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Cell (optional) \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address (optional) \_\_\_\_\_

Will you be acting as the Contractor of Record:  Yes  No

### SECTION TWO - Project Location (i.e. where work is to be performed)

Address: \_\_\_\_\_ City: Townsend State: DE Zip Code: 19734

### SECTION THREE - Contractor Information

Company Name: \_\_\_\_\_ Townsend Contractor License #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_ Cell (optional) \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address (optional) \_\_\_\_\_

Will you be acting as the Contractor of Record:  Yes  No

### SECTION FOUR - Type of Construction

New Single-Family Dwelling  Commercial Building  Sign Installation

Residential Addition  Residential Renovation  Other

### SECTION FIVE - Scope of Work (include dimensions and/or square footage areas where appropriate)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Notes:

- In order to obtain a building permit, the property owner cannot have any outstanding financial obligations due to the Town of Townsend at the time of application for a building permit.
- Submit three (3) copies of your plot/site plan with your surveyed property/boundary lines (hand drawn property lines will not be accepted). Identify the location of all proposed structures.
- Minimum of two (2) sets of construction documents.
- Payment of your permit is due upon submittal of the building permit application and is not reimbursable.
- Verify with your Homeowners Association or Maintenance Corporation to ensure compliance with your deed restrictions before applying for a building permit at the Town Hall.

I certify that the information given is true and correct to the best of my knowledge. **No change from the information on this application will be made without approval of the Building Official.** Construction activities shall not commence until the Building Permit is issued.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without obtaining approval for all required inspections and the issuance of a Building Certificate of Occupancy.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Not Owner, State Relationship