



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 a copy 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.
- It is the responsibility of the property owner to ensure all inspections are completed. All required inspections will be listed on both your approved permit and the required inspection checklist, which will be provided to you at the time your permit is issued.
- It is the responsibility of the property owner to set and verify their property corners, the Town of Townsend is not responsible for setting or verification of any property corners. It is the responsibility of the property owner to ensure all proposed work to be completed is within the confines of the property.

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