



Town of Townsend

Building Permit Application

Please read and sign the terms and conditions before filling out the permit application on the next page. Thank you!

- Before submitting an application with the Town, Property Owner(s) must ensure proposed work is in compliance with deed restrictions by their Homeowners' Association or Maintenance Corporation.
- In order to obtain a building permit, the Property Owner(s) cannot have any outstanding financial obligations to the Town of Townsend.
 - If the Property Owner(s) is unsure whether they have a financial obligation, they are encouraged to reach out to Town Hall prior to pursuing a building permit.
- All contractors named on a Building Permit Application must have a valid Contractor's License with the Town of Townsend. It is the responsibility of the contractor to ensure this is done before or at the time of submitting a Building Permit Application.
- Proper supporting documentation must be submitted alongside this application.
 - The Town of Townsend reserves the right to refuse to accept a building permit application if all required documents are not provided. Should the Town refuse to accept a permit application for this reason, the applicant will be notified as to what is needed for an acceptable application.
 - If submitting a property survey, please note that hand-drawn property or boundary lines will not be accepted, all existing and proposed structure(s) must be present, and measurements must be clearly labeled.
- Payment for a permit is due upon submission of this application or upon receipt of an invoice from Town Hall. Any payments made are non-refundable.
- No construction may occur until a building permit is issued by the Town of Townsend. No changes to approved plans may be made or enacted without the approval of the Town of Townsend.
- It is the responsibility of the Property Owner(s) to set and verify their property corners. The Property Owner(s) must ensure that all proposed work is completed within the confines of their property.
- It is the responsibility of the Property Owner(s) to ensure all inspections are completed.
 - All required inspections will be listed on the finalized building permit and the required inspections checklist, both of which will be provided upon the final approval of the permit application.
- New structures may not be occupied or otherwise utilized before all required inspections are passed and the Town of Townsend has issued a Certificate of Occupancy, thus closing the permit.

By signing below, I certify that I have read and understand the above terms.

Printed Name

Signature

Relationship to Property Owner(s)

Date



Town of Townsend

Building Permit Application

Town Hall Use Only

Parcel No. _____ Permit No. _____ Date Issued: _____

Section One - Homeowner & Property Information

Property Owner(s): _____

Email: _____ | Phone No. _____

Project Location: _____ Townsend, DE 19734

Is the Owner's mailing address different from the project location? **Yes** ☐ **No** ☐

Mailing Address (if applicable): _____

Section Two - Contractor Information

Any contractor applying for a permit must have a valid Contractor's License with the Town of Townsend.

☐ By checking this box, the applicant confirms that the contractor has a valid license with the Town of Townsend.

Primary Contractor: _____

Email: _____ | Phone No. _____

Address: _____ City: _____ State: _____

Additional Contractor (if applicable): _____

Additional Contractor (if applicable): _____

Section Three - Scope of Work

Describe the proposed work with relevant details. Include dimensions/square footage, materials, and/or the construction process where applicable. as well as any HVAC or plumbing to occur.

HVAC Supporting Document Disclosure:

For new, non-residential installations, include a copy of all HVACR plans. These plans should include duct layout, location of unit(s), CFM per room, size and location of registers and returns. All gas pipe installations require a gas piping layout and sizing, location of valves, length of pipe, and BTUs of each appliance (if applicable), and copies of Heating/Cooling load computations. Please note, all oil to gas conversions require cleaning of the chimney. Please contact Town Hall if you have any questions or concerns.

Plumbing Supporting Document Disclosure:

For new, non-residential installations, include a copy of all plumbing plans. These plans should drain/waste/vent layout and sizing, location of valves, length of pipe runs, and BTUs of each appliance. Please note the gas pressure of supply on plans. Please contact Town Hall if you have any questions or concerns.



Town of Townsend

Building Permit Application

Town Hall Use Only

Parcel No. _____ Permit No. _____ Date Issued: _____

Section Four - Supporting Documentation

Complete the relevant checklist below for the supporting documents that must be submitted alongside this application.

Fence | Shed

- ☐ Building Permit Application
- ☐ Property Survey
(with all proposed and existing structures included)
- ☐ Contract between homeowner and contractor
(for shed only)

Deck | Patio | Porch

- ☐ Building Permit Application
- ☐ Property Survey
(with all proposed and existing structures included)
- ☐ Contract between homeowner and contractor
(project cost included)
- ☐ Construction plans

Roof

- ☐ Building Permit Application
- ☐ Contract between homeowner and contractor
(project scope and cost included)

Swimming Pool | Hot Tub

- ☐ Building Permit Application
- ☐ Homeowner Affidavit
- ☐ Property Survey
(with all proposed and existing structures included)
- ☐ Construction drawings
(pool plans must be stamped by licensed engineer and architect)
- ☐ Safety plans
- ☐ Owner's manual
(for hot tub only)

Addition | Garage | Finished Basement

- ☐ Building Permit Application
- ☐ Property Survey
(not applicable for basement)
- ☐ Construction plans
(including applicable HVAC and plumbing)
- ☐ Contract between homeowner and contractor
(for garages only)



NOTE: These checklists do not constitute all projects that require a permit with the Town. Please contact Town Hall if you're unsure whether your project needs a permit.

By signing below, I certify that the information given on this application is true and correct to the best of my knowledge and re-affirm my understanding of the terms outlined on page one of this application.

Printed Name

Signature

Relationship to Property Owner(s)

Date