



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, 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

All contractors on a permit must have a valid Contractor's License with the Town of Townsend.

☐ By checking this box, the applicant confirms that all contractors have a valid license with the Town of Townsend.

Primary Contractor: _____

Email: _____ | Phone No. _____

Address: _____ City: _____ State: _____

HVAC Contractor (if applicable): _____

Email: _____ | Phone No. _____

Plumbing Contractor (if applicable): _____

Email: _____ | Phone No. _____

Section Three - Scope of Work

Describe the proposed work with relevant details. Note dimensions/square footage, materials, number of fixtures, model information, and/or the construction process where applicable. Make sure to also note 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.



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Section Four - Supporting Document Checklist

Applicants MUST complete the following checklists as a guide to ensure all supporting documentation is submitted alongside the 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)

HVAC & Plumbing

- ☐ Building Permit Application
- ☐ Informational pamphlet on model type
(HVAC only)
- ☐ HVAC & Plumbing Details Checklist
Please complete Section Five on the next page of this application to indicate the number and type of fixtures being installed on the project.

Addition | Garage | Finished Basement

Please note that the Town of Townsend does not review or approve electrical work. If electrical work is included in your project, ensure you obtain the necessary permits from the State of Delaware.

- ☐ Building Permit Application
- ☐ Property Survey
(not applicable for basement)
- ☐ Construction plans
(including Section Five of this application if HVAC & plumbing will occur)
- ☐ 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.



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Section Five - HVAC & Plumbing Details Checklist

Any project requiring HVAC or plumbing **MUST** complete the below checklist to indicate the fixtures being installed. Please note the quantity of each applicable.

Plumbing

Fixtures

- ☐ Backflow preventor
- ☐ Bidet
- ☐ Dishwasher
- ☐ Floor drain/sink
- ☐ Ice maker
- ☐ Open site drain
- ☐ Shower
- ☐ Meter
- ☐ Urinal
- ☐ Water closet
- ☐ Lawn sprinklers
- ☐ Bathroom group
- ☐ Clean-out
- ☐ Drinking fountain
- ☐ Hose bib/wall hyd
- ☐ Lavatory
- ☐ Roof/surface drain
- ☐ Sink
- ☐ Tub
- ☐ Washing machine
- ☐ Water heater (electric)

Sewer/Water

- ☐ Building Sewer
- ☐ Drain/Vent System
- ☐ Storm Manhole
- ☐ Water Service
- ☐ Fire Service
- ☐ Sewage pump
- ☐ Sewer repair
- ☐ Sewer cap-off
- ☐ Road/sewer excavation
- ☐ Water pip
- ☐ Grease trap

Other

- ☐ Solar Heat
- ☐ Swimming Pool

Gas

- ☐ Gas boiler
- ☐ Gas furnace
- ☐ Gas log
- ☐ Gas oven
- ☐ Gas range
- ☐ Gas space heater
- ☐ Gas dryer
- ☐ Gas kitchen appliance
- ☐ Gas pool heater
- ☐ Gas rooftop unit
- ☐ Gas water heater

For both Plumbing and HVAC, please note whether the project is:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> New | <input type="checkbox"/> Heating |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Air conditioning |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Heating & A/C |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Ductless mini split |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Through the wall systems |
| | <input type="checkbox"/> Other |

HVAC

Residential Zones

- ☐ Single family
- ☐ Multi-family
- ☐ Town house
- ☐ Condominium
- ☐ Manufactured home
- ☐ Modular home

Non-Residential Zones

- ☐ Central heating or A/C
- ☐ Steam or hot water

Residential Fixtures

- ☐ Addition/alteration
- ☐ Fuel fired unit heater
- ☐ Space heater
- ☐ Decorative appliance
- ☐ Replacement heating or cooling system

Non-Residential Fixtures

- ☐ Duct heater/reheat coils
- ☐ Fuel-fired unit heater
- ☐ Space heater
- ☐ Decorative appliance
- ☐ Walk-in freezer
- ☐ Dairy/deli case
- ☐ Cooking hoods
- ☐ Exhaust fans
- ☐ Ventilation fans
- ☐ Walk-in cooler



NOTE: If there is not an option on this list to note a fixture being installed, please make sure it's noted in Section Three of this application.

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