

PERMIT # _____



PERMIT FEE: \$ _____

Acc #422

APPLICATION # _____



BUILDING PERMIT APPLICATION

NEW CONSTRUCTION

MINIMUM SUBMISSION REQUIREMENTS INCLUDE:

- A certified property survey noting location of proposed structure(s) including driveway/ walkway.
- A signed contract between the Property Owner, Contractor Res check, Manual J&S, & Sussex Conservation District NEED to be included when the application is submitted to the City.
- Fire Suppression System Design Plan.
- Three sets of Construction Plans (2 Paper/1 Electronic (PDF)).
- A City of Lewes Building Permit is Required prior to applying for a Sussex County Permit. A Sussex County Permit is also Required to work commencing.
- All subcontractors are required to have a VALID City of Lewes Business License.
- DNREC Approval may be Needed for some properties.

APPLICANT INFORMATION

NAME(s): _____

EMAIL: _____ PHONE #: _____

PROPERTY OWNER(S) INFORMATION

Check box if information is same Applicant Information

NAME(s): _____

ADDRESS: _____

CONTRACTOR INFORMATION

Check box if information is same as Applicant Information

CONTRACTOR(S) NAME: _____

CONTRACTOR(S) EMAIL: _____ PHONE #: _____

ESTIMATED COMPLETION DATE: _____ Business License #: _____

TOTAL CONSTRUCTION/ PROJECT COST PER CONTRACT: \$ _____

PROPERTY INFORMATION

STREET NAME: _____ TRANSFER DATE: _____

HOUSE NO. _____ LOT NO. _____ TAX MAP NO: 3.35- _____ PARCEL NO. _____

APPLICANT SIGNATURE:

DATE:

[City Use Only]

Acc #403

New Construction <\$10,000: _____ Bldg Transfer Tax (1 1/2%): \$ _____

PERMIT # _____



PERMIT FEE: \$ _____

APPLICATION # _____



FIRE SUPPRESSION SYSTEM APPLICATION NEW CONSTRUCTION

PLEASE NOTE:

FIRE SUPPRESSION SYSTEM APPLICATION IS REQUIRED FOR ALL NEW CONSTRUCTIONS. PERMIT CAN NOT BE ACCEPTED IF MISSING AND NOT SIGNED.

THE COST OF THE APPLICATION IS \$150.

APPLICANT INFORMATION

NAME(s): _____

EMAIL: _____ PHONE #: _____

CONTRACTOR/DESIGN COMPANY

CONTRACTOR(s) COMPANY: _____

CITY LICENSE #: _____ DE PE #: _____

PROPERTY INFORMATION

STREET NAME: _____

HOUSE NO. _____ LOT NO. _____ TAX MAP NO: 3.35- _____ PARCEL NO. _____

CONTRACTOR SIGNATURE _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

CITY OF LEWES REALTY TRANSFER TAX
DECLARATION FOR BUILDING PERMIT

Building Permit #: _____
Building Permit Value: _____

1. Name and Address of Owner of land or building for which building permit is required.

2. Tax Parcel/Property I.D. number and address of realty for which building permit is requested.

3. Name and address of person applying for building permit *if different from person identified in Item #1*.

IF YOU CLAIM EXEMPTION FROM THIS TAX, PLEASE COMPLETE PAGE 2 AND PAGE 3.
IF YOU DO NOT CLAIM EXEMPTION, PLEASE COMPLETE PAGE 4.

4. If you answer "YES" to 4A, 4B, OR 4C, you may stop and sign at Item #7 on page #3. If you answer "NO", please continue filling out the form.

A. Is the cost of all contracts for all phases of this construction, alteration or addition less than \$10,000? (The total cost must include all contracts entered into after September 1, 1990, and all materials supplies after that date, to the extent such materials are not required to be supplies in a contract entered into before September 1, 1990).
 YES NO

B. Is this an application by the builder or developer for a building permit in order to construct, alter, or add to a building for resale on land owned by the builder or developer?
 YES NO

If YES, enter here your State of Delaware Contractor's License Number: _____

C. Is this construction totally governed by contracts or agreements entered into before September 1, 1990?
 YES NO

For purposes of this from "contract" includes the purchase of goods by the owner of the property. Thus, you must answer NO if you intend to purchase supplies or materials after September 1, 1990, apart from supplies or materials required to be supplies under any agreement or undertaking entered on or before September 1, 1990.

D. Is the Building Permit requested for construction or alteration of, or addition to a "building – a structure having a roof supported by columns or walls?"
 YES NO

If NO, stop here and sign at Item #7 on page 3. If YES, go to Item #5 on page 3.

5. A. Please check box if the property has been owned for more than one year prior to entering into a construction contract. **YOU MAY STOP HERE AND SIGN ITEM #7 BELOW.**

Date on which ownership in realty on which construction, alteration or addition is intended was transferred (settlement date) to owner identified in Item #1. _____

B. Date on which contract for this construction was entered into or labor or materials were first supplied, whichever date occurred earlier. _____

IF DATE IN ITEM #5B IS LATER THAN ONE YEAR AFTER DATE INDICATED IN ITEM #5A, YOU MAY STOP HERE AND SIGN AT ITEM #7 BELOW.

6. Do you claim exemption from this tax on grounds other than those described above? If so, please indicate basis for exemption below. (Subsequent construction is exempt if transfer of realty on which construction is to occur was exempt, but specific basis for exemption must be stated.)

PLEASE SIGN AT ITEM #9 BELOW. IF YOU CANNOT CLAIM EXEMPTION ABOVE, YOU MUST COMPLETE PAGE 4 AND SECURE VALIDATION OF TAX PAYMENT FROM THE CITY OF LEWES.

7. Subject to the penalties of perjury, I swear or affirm the foregoing is true and correct to the best of my knowledge and belief.

Owner's Signature

Printed Name

Date

Name of Owner(s): _____

1. (a) Is the building permit applied for solely for alteration of or addition to an existing building?
 YES NO

If "NO", go to Item #2.

If "YES", enter the value at the time of conveyance for realty tax purposes of land and structure on which construction is intended, and go to ITEM #2.

\$ _____

2. Enter the amount of money paid or to be paid under any and all contracts which (a) pertain to all phases of the construction or alteration of, or addition to, the building for which this building permit is sought; and (b) were entered into after September 1, 1990. Include all purchases of supplies to the extent not required under contracts entered into on or before September 1, 1990.

\$ _____

3. (a) Subtract \$10,000 from the amount entered in Item #2 and enter result here:

\$ _____

- (b) Multiply the amount entered in Item #3(a) by 1.5% (.015) and enter result here:

\$ _____

YOU MUST PAY THE AMOUNT ON LINE 3(b) TO THE CITY OF LEWES PRIOR TO BEING ISSUED THE BUILDING PERMIT. YOU MAY OWE AN ADDITIONAL AMOUNT AT THE TIME OF APPLICATION FOR A CERTIFICATE OF OCCUPANCY.

4. Subject to the penalties of perjury, I swear or affirm the foregoing is true and correct to the best of my knowledge and belief.

Owner's Signature

Printed Name

Date