



City of Wilmington

Department of Licenses and Inspections
800 North French Street, 3rd Floor
Wilmington, Delaware 19801
Phone: 302.576.3030 • Fax: 302.571.4423

APPLICATION FOR BUILDING PERMIT

Date: _____

Job Address: _____ Total Contract Valuation: _____

Contractual Agreement (copy): _____

Owner Information

Name: _____ Date of Birth: _____

Street Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Contractor Information

Name (Firm): _____

Contact Person: _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ License #: _____

E-mail Address: _____

Type of Work

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Asbestos Removal | <input type="checkbox"/> Renovation |
| <input type="checkbox"/> New | <input type="checkbox"/> Vacant | <input type="checkbox"/> Multi-Family |
| <input type="checkbox"/> Single-Family | <input type="checkbox"/> Non-Residential | <input type="checkbox"/> Other _____ |

Crafts

- | | | |
|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Heating |
| <input type="checkbox"/> A/C | <input type="checkbox"/> Mechanical Vent | <input type="checkbox"/> Other _____ |

Description of Work

Zoning

Current Use of Property: _____ If vacant, how long: _____

Proposed Use of Property: _____

Zoning District: _____

Front Setback Rear Yard Side Yard 1 Side Yard 2

ZBA Appeal Case # _____ Date Granted: _____

Description

Flood District: Yes No Flood Elevation Certificate Required Yes No

Historic District Yes No DRC Approval Date: _____

**ZONING APPROVAL
(IF REQUIRED)**

Approved/Rejected by: _____

Zoning Manager: _____ Date: _____

Conditions: _____

DEPARTMENTAL APPROVAL

This application is approved/rejected with/for the following conditions/reasons:

Signature: _____ Date: _____

Signature: _____ Date: _____

Department of Planning Department of Public Works Fire Marshal's Office

Prior to obtaining a Certificate of Occupancy or a Certificate of Compliance, you must obtain all other applicable certificates listed below:

Floodplain Certificate Elevator Certificate Business License Fire Marshal's Sign-Off

APPLICATION FOR BUILDING PERMIT

1. Will this work extend beyond the current building lines? Yes No

2. Will this work change or alter the use of the structure? Yes No

3. Is this structure in a City historic, design review, or urban renewal area of the City? Yes No

Note: If yes, permits may be issued only for interior work or emergencies without the approval or recommendations of the appropriate review board.

4. Does the work involve an upgrade or replacement of the existing electric or gas services? Yes No

If yes, what is the current location of the existing meters? Gas Electric

5. All submitted sets will be stamped "Reviewed and Accepted." One (1) set will be returned to the owner or authorized agent to be available on the site during construction. Yes No

6. I have received a copy, read, and understand the Wilmington Building Guidelines. Yes No

7. I agree to complete all work in conformity to all applicable codes and regulations enforced by the City of Wilmington. Yes No

Applicant's Signature

Date

Authorized Agent

Owner

Contractor

DO NOT WRITE BELOW THIS LINE

Certificate of Occupancy

Certificate of Compliance

Approved

Zoning

Building

Plumbing

Mechanical

Tax Parcel # _____

Building Permit # _____



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GENERAL WILMINGTON BUILDING GUIDELINES

BEFORE STARTING WORK	GET A PERMIT!
<p>JOB VALUATIONS</p> <p>A. \$10,000 OR LESS</p> <p>B. \$10,000 - \$25,000</p> <p>C. \$25,000 and up</p>	<p>WHO CAN GET IT?</p> <p>Owner or authorized agent with Plans or Plot Plan, if required.</p> <p>City of Wilmington Licensed General Contractor with Plans or Plot Plan, if required.</p> <p>Same as B, with Plans sealed by an Architect or Professional Engineer submitted to Licenses and Inspections. Scheduled Plan Review.</p>
<p>PERMIT COSTS</p> <p>\$ 10.00 Per \$1,000 of construction costs.</p> <p>\$ 10.00 Per craft utilized (i.e., electric, air conditioning, heating, mechanical ventilation, and plumbing (maximum \$50/job).</p> <p>\$ 25.00 Certificate of Compliance.</p> <p>\$ 50.00 Temporary Certificate of Occupancy (30 days max.)</p> <p>\$ 50.00 Certificate of Occupancy.</p> <p>\$100.00 Demolition (\$100 first 3,000 sq. ft.; \$50 each additional 3,000 sq. ft.)</p> <p>\$ 50.00 Re-inspection for final Certificate of Occupancy or Certificate of Compliance.</p>	
<p>PENALTIES FOR NON COMPLIANCE</p>	<p>Fines of \$100 to \$1,000 may be levied.</p>
<p>PENALTIES FOR NO PERMIT</p>	<p>Normal fee, plus two percent (2%) of the evaluation of the job.</p>
<p>PLANS (4 SETS)</p>	<p>3 sets to Licenses and Inspections 1 set to Fire Marshal's Office</p> <p>All sets will be stamped "Reviewed and Accepted." One (1) set will be returned to the owner or authorized agent to be available on the site during construction.</p>

DURING WORK:

- **USE ONLY WILMINGTON LICENSED TRADES-PEOPLE**
Licenses and Inspections regularly tests qualified applicants for plumbing, heating, air conditioning, ventilation, and concrete sidewalk installation.
- **Lead Paint Check** - Rental properties must be checked for lead paint. Licenses and Inspections suggest that you have this done by us prior to starting rehabilitation.
- Adhere to the adopted ICC Codes and Wilmington Codes. Codes are available in the City Clerk’s Office, 9th Floor, Louis L. Redding City/County Building, 800 North French Street, Wilmington, Delaware.
- **REMOVE YOUR DEBRIS**
Public Works **will not** pick up construction debris. You must post a \$500 bond in lieu of proof that a third party contractor has been engaged for debris removal.
- **Sidewalk and Street Encroachment** - Permits must be taken at Licenses and Inspections.

Costs: \$8 per week per lineal foot
\$8 per day per meter in metered area

Commercial trucks, dumpsters, and building material only.

- Call for inspections (48 hours in advance) at 576-3030.

WHAT	WHEN
Footing/slabs.	Before pouring.
Plumbing, heating, electric (Middle Department).	After rough in, before drywall, and on completion.
Stud size and spacing	Before drywall.
Foundation walls.	Before back filling.
Certificate of Occupancy.	72 hours prior.
Demolitions.	Must have completed utility sign-off sheet before permit. Follow Wilmington Code. Inspect basement floors. Inspect walls before stucco.

511.1. General. Pursuant to a variance granted by the Department of Licenses and Inspections, the building official may issue a permit for construction that is approved by the department. In no case shall construction authorized by such a permit be for more than one (1) year, unless specifically authorized by the department.