



City of Wilmington
Department of Licenses and Inspections
800 N French Street
Wilmington, Delaware 19801
Phone: (302) 576-3030 Fax: (302) 571-4423

APPLICATION FOR BUILDING PERMIT

Application Date: system generated Application Number: system generated

Project Address: _____ Parcel Number: _____

Total Contract Valuation: _____ Signed Contractual Agreement Yes No

Applicant/Contractor Information

Name or Firm: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

City of Wilmington License#: _____

Office #: _____ Cell #: _____

Email Address: _____

Owner Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Cell #: _____

Email Address: _____

Architect/Design Professional/Engineer Information

Name of Firm: _____

Contact Person: _____

St of DE Professional License#: _____ Wilmington License# _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Cell #: _____

Email Address: _____

Description of work and proposed use of property:

Crafts:

- | | |
|---|--|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Heating | <input type="checkbox"/> Alarm System |
| <input type="checkbox"/> Mechanical Duct Work | <input type="checkbox"/> Access Controls |
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Commerical Kitchen Hood |
| <input type="checkbox"/> Mechanical Other _____ | <input type="checkbox"/> Other _____ |

1. Will this work change the use of the structure? Yes No

2. Is the structure in City Historic, design review, or an 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.

3. Does this project require review and approval by the Fire Marshal’s Office? Yes No
Note: If yes, a separate submission is required to the FMO.

4. Does this project involve soil disturbance and/or sewer/stormwater alterations? Yes No
Note: If, yes plans are to be submitted to the Department of Public Works.

5. Does this project require land subdivision? Yes No
Note: If yes, plans are to be submitted to the Planning Department.

I have read, and understand the **Wilmington Building Guidelines** attached to this application. I agree to complete all work in conformity to all applicable codes and regulations enforce by the City of Wilmington.

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.

Applicant’s Signature

Date

Authorized Agent

Owner

Contractor

To complete this application, remember to sign and date it after printing.

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

**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: _____

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

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>\$ 12.00 Per \$1,000 of construction costs.</p> <p>\$ 20.00 Per craft utilized (i.e., electric, air conditioning, heating, mechanical ventilation, and plumbing).</p> <p>\$ 50.00 Certificate of Compliance.</p> <p>\$100.00 Residential Temporary Certificate of Occupancy (30 days max.)</p> <p>\$250.00 Commercial Temporary Certificate of Occupancy (30 days max.)</p> <p>\$ 75.00 Residential Certificate of Occupancy.</p> <p>\$100.00 Commercial 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.
- Adhere to 2012 I.B.C. & IRC 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 19801.
- **Sidewalk and Street Encroachment** - Permits must be taken at Licenses and Inspections.

Costs: \$8 per week 20 lineal foot
\$8 per day per meter in metered area

Commercial trucks, dumpsters, and building material only.

- Call your inspector 48 hours in advance (see inspection list provide).

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.