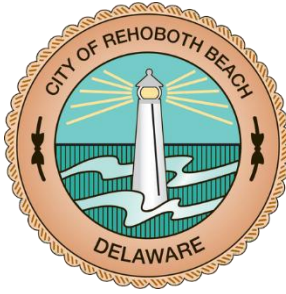


Building & Licensing  
229 Rehoboth Avenue  
P.O. Box 1163  
Rehoboth Beach, Delaware 19971



City of Rehoboth Beach  
Telephone 302-227-6181  
Fax 302-227-4504  
[www.rehobothbeachde.gov](http://www.rehobothbeachde.gov)

**PERMIT APPLICATION REQUIRED DOCUMENTATION CHECKLIST - BY PERMIT TYPE**

**ALL ITEMS MUST BE COMPLETE & PRESENT AT APPLICATION BY OWNER, CONTRACTOR, OR OWNER'S AGENT, IN ORDER FOR PERMIT TO BE ACCEPTED**

**All permit applications for new homes, demolitions, and house moves must be brought in by appointment by calling 302-227-6181 ext. 222**

**\*\*\*The City Of Rehoboth Beach charges an additional 2.5% Convenience Fee on all credit card payments.\*\*\***

Per City of Rehoboth Beach Code **§ 270-84. Building permits:** "No person shall commence work for the erection or alteration of any building or structure until a building permit has been duly issued therefor."

All remodeling/construction in the City of Rehoboth Beach, whether new, remodeling, additions, demolitions, or house moves require a City of Rehoboth permit be applied for and approved and issued before work begins. Contact this office should you have any questions concerning whether a building permit is required.

**All contractors and subcontractors must have a City Of Rehoboth Beach business license** before applying for a permit application.

Application for building permit must have a **separate** contract/proposal attached with scope of work including adequate detail to describe project in full, including total cost of job with all labor and materials. **The contract/proposal must be generated by the contractor who is to perform the work, AND SIGNED BY THE OWNER OF THE PROPERTY..**

**For HVAC work** with exterior units, in addition to the contract/proposal attachment, the contractor must submit a drawing (superimposed on a survey copy is best) which shows the location of the exterior unit(s) on the site in relation to setbacks. Designate on permit application whether the outdoor unit will be placed in the same location as existing equipment.

**PENALTY FOR STARTING WORK WITHOUT AN ISSUED PERMIT**

**§102-10. Fee Schedules. J. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty fee of three (3) times the required permit fees.**

Any subcontractors used by either the general contractor or the homeowner must obtain a City Of Rehoboth Beach Business License before beginning work. No work shall begin before the building permit is issued, paid, and the permit placard is posted on the jobsite. Inspections are required for all work, please contact this office regarding which inspections are required for your project.

**PERMIT APPLICATIONS FOR SINGLE FAMILY HOME FINISH-TYPE ALTERATIONS - NEW ROOF, NEW SIDING, OTHER INTERIOR OR EXTERIOR FINISH ALTERATIONS, HVAC REPLACEMENT, MINOR FINISH TYPE JOBS: NO CHANGE OR ADDITIONAL TO STRUCTURAL OR LOT COVERAGE**

- [Application For Permit.](#)
- Contract/Proposal with scope of work & total cost of job including labor & materials **signed by property owner.**
- If HVAC work with exterior units, plan/survey/drawing showing placement in relation to setbacks.

**PERMIT APPLICATIONS FOR TREE REMOVAL**

- Application For [Tree Permit](#)
- Contract/Proposal from contractor doing TREE work, with scope of work/contract **signed by property owner..**
- Tree survey of lot, showing existing trees with type and size, and trees to be removed. *Any trees which are on City right-of-way in the area of the project, which may be affected by, or affect this work must be accounted for by applicant.*
- If the tree permit is part of a demolition, new construction, addition, house move, or land clearing also occurring on the lot, a tree protection plan must be submitted which meets the requirements of City Of Rehoboth Beach Code §253-29. Please consult this section of the City of Rehoboth code for more information.

**PERMIT APPLICATIONS FOR SIGN PERMIT**

- [Application For Permit.](#)
- Mock up drawing of new sign(s), including size(s) of sign(s).
- Photograph of business showing all current/existing signs & sizes**, and mock up placement of new sign(s).
- Sign contract/proposal describing sign type, size, structure, and **installation method.**
- Before application for sign installation is accepted, it must be noted on the application whether the sign company is actually installing the sign. If the sign company is not installing the sign, we need the name and number of the person installing the sign to discuss sign sticker pick up and implementation.
- If awning fabric is being installed, copy of fabric spec sheet with flame spread data meeting current requirements of 2018 IBC and State Of Delaware Fire Marshal.

**PERMIT APPLICATIONS FOR ADDITIONS, DEMOLITIONS, HOUSE MOVES, SHEDS, SIDEWALKS, DRIVEWAYS, PAVERS, PATIOS, CHANGE WILL BE MADE TO STRUCTURAL OR LOT COVERAGE**

- [Application For Permit.](#)
- Contract/Proposal with scope of work and total cost of job including labor and materials, **must be signed by property owner.**
- One "live", original survey with surveyor signature & seal (not a copy) showing current conditions or lot and lot coverage totals, **with an additional copy of this current survey showing placement of the added structure or coverage.**
- Two sets of plans to adequately describe the project, to standard architectural or engineering scale, which meet the requirements of the City of Rehoboth "Plan Requirements" document.
- A current "as built" survey will be required at the completion of any additional lot structure.
- In the case of demolitions, house moves, and some additions of structure**, showing trees and tree protection per City of Rehoboth Code § 253-29 and § 253-32. **Any trees which are on City right-of-way in the area of the project, which may be affected by, or affect this work must be accounted for by applicant.**
- Please review the City of Rehoboth "Demolition And Moving Permit Checklist" for more details on demolition and house move permit applications.

**PERMIT APPLICATIONS FOR PLUMBING PERMITS**

Plumbing permits must be pulled separately from the building permit, by a City Of Rehoboth licensed plumber.  
All Plumbing Inspections must be scheduled by the plumber,  
With some projects, a riser diagram may be required.

**RESIDENTIAL BUILDING PERMIT APPLICATIONS NEW CONSTRUCTION,  
ADDITIONS, ALTERATIONS, RENOVATIONS**  
Residential (one and two family dwellings):

- [Application For Permit.](#)
- Contract/Proposal with scope of work and total cost of job including labor and materials, **must be signed by property owner.**
- One "live", original survey with surveyor signature & seal (not a copy) showing current conditions or lot and lot coverage totals, **with an additional copy of this current survey showing placement of the added structure or coverage.** One survey with tree survey & protection plan, also including E&S (Erosion & Sediment) Control Plan.
- Second copy of original survey with surveyor signature & seal (not a copy) showing proposed construction..
- Two sets of plans to adequately describe the project, to standard architectural or engineering scale, which meet the requirements of the City of Rehoboth "Plan Requirements".document.
- 2018 Residential Energy Code Calculations "RES Check" (for new construction AND additions/renovations in excess of 500 square feet.)
- Manual S and Manual J for HVAC systems.
- DNREC Shoreline Construction Approval **if applicable.**  
<http://www.dnrec.delaware.gov/swc/Shoreline/Pages/ShorelineConstruction.aspx>
- DNREC Air Quality Management Form for Demolitions **if applicable.**..One Copy and Proof of Submission (e.g. fax confirmation sheet, certified mail receipt, etc.). Applicable for substantial or complete demolition projects only, or where hazardous materials are known to exist.  
<http://www.dnrec.delaware.gov/dwhs/AQM/Pages/AQMFormsandApplications.aspx>
- A current "as built" survey will be required at the completion of any additional lot structure.

**PERMIT APPLICATIONS FOR WELLS/GEOTHERMAL HVAC**

- Approval letter from DNREC for well permit.
- Approval letter from City Manager
- City Of Rehoboth Beach [Building Permit Application](#) With \$20.00 Permit Processing Fee
- Current survey showing location of well
- Contract with scope of work, must be signed by property owner.
- Name of City Of Rehoboth Beach licensed well contractor and their contract/proposal for work
- Application for permit to Building & Licensing with all documents above

**PERMIT APPLICATIONS FOR FENCES, OUTSIDE SHOWERS**

- [Application For Permit.](#)
- Contract/Proposal with scope of work & total cost of job including labor & materials, must be signed by property owner.
- Current, original survey with surveyor signature & seal (not a copy)..showing placement of fence, with length & height(s).
- Structures such as outside showers even if replacements, must include plans which describe structure construction and measurements, according to CORB "Plan Requirements". Indication of shower roof installation/existence must be included. (Outdoor showers with a roof require a CORB approved drain.)

**PERMIT APPLICATIONS FOR COMMERCIAL/THREE OR MORE UNIT RESIDENTIAL PROJECTS**

Applications for work on **commercial projects** or **multiple-unit residential** projects must be submitted with drawings prepared and sealed by a licensed design professional, to standard architectural or engineering scale. Contract with scope of work must be signed by property owner. **Commercial projects involving changing or adding fixtures must be scheduled for fixture counts with this office before any removal or change of fixtures can begin. Permits for commercial projects may require prior approval by the State of Delaware Fire Marshal's office and/or the State of Delaware Department of Health before submittal to the City of Rehoboth for building permit. Please contact the State of Delaware Fire Marshal on (302) 856-5298 and/or the Delaware Department of Health on (302) 856-5496 for further information.**

## TENANT FIT OUTS FOR COMMERCIAL PROPERTIES

	<b>For all tenant fit-out jobs, including small changes, applicant must make appointment to meet with Building Inspector for review</b> and recommendations such as Fixture Count, Permit Of Compliance, guidance on Fire Marshal & Health Department.
	<a href="#">Application For Permit.</a>
	Contract/Proposal with scope of work and total cost of job including labor and materials, signed by property owner.
	Three (3) complete sets of plans to standard architectural or engineering scale. <i>All plans and documents to be sealed and signed by design professional.</i> Must meet the requirements of the City Of Rehoboth Plan Requirements Document. Once plan review is complete, plans will be marked up and stamped and one set will be returned to owner/builder.
	Approval by State of Delaware Fire Marshal prior to application for City of Rehoboth permit.
	Approval by State of Delaware Department of Health prior to application for City of Rehoboth permit.

## PERMIT APPLICATIONS FOR COMMERCIAL PROJECTS OR THREE OR MORE UNIT RESIDENTIAL INVOLVING NEW CONSTRUCTION, REMODEL OR ADDITIONS

	<b>For all commercial jobs, including small changes, applicant must make appointment to meet with Building Inspector for review</b> and recommendations such as Fixture Count, Permit Of Compliance, guidance on Fire Marshal & Health Department.
	<a href="#">Application For Permit.</a>
	Current, original survey with surveyor signature & seal (not a copy), showing placement of fence, with length & height(s).
	Proposal or contract for job with scope of work and total cost of job including labor <b>and</b> materials, <b>signed by property owner.</b>
	Three (3) complete sets of plans to standard architectural or engineering scale. <i>All plans and documents to be sealed and signed by design professional.</i> Must meet the requirements of the City of Rehoboth "Plan Requirements". Document. Once plan review is complete, plans will be marked up and stamped and two sets will be returned.
	Model Energy Code (MEC Check) or COM Check Calculations.
	One current, original survey with surveyor signature & seal (not a copy), one survey with tree survey & protection plan, also including E&S (Erosion & Sediment) Control Plan.
	Prior approval by State of Delaware Fire Marshal (if applicable.)
	Prior approval by State of Delaware Division of Public Health (if applicable).
	Soil and Erosion Control approvals (if applicable).
	DNREC approvals (if applicable) (Ocean Block up to Lake Gerar).
	DNREC Air Quality Management Form for Demolitions. One Copy and Proof of Submission (e.g. fax confirmation sheet, certified mail receipt, etc.). <i>Applicable for substantial or complete demolition projects only, or where hazardous materials are known to exist.</i> <a href="http://www.dnrec.delaware.gov/dwhs/AQM/Pages/AQMFormsandApplications.aspx">http://www.dnrec.delaware.gov/dwhs/AQM/Pages/AQMFormsandApplications.aspx</a>
	A current "as built" survey <u>will be required at the completion of any additional lot structure.</u>

### **\*PLAN REQUIREMENTS (GENERAL):**

**Each set of Plans/Drawings submitted shall contain at the minimum: (Must be in Standard Architectural or Engineering Scale.)**

1. Site Plan showing all buildings, outbuildings, sidewalks, driveways, and trees.
2. Dimensioned Foundation Plan.
3. Floor Plans to scale, dimensioned, that correctly identify rooms, specify door and window dimensions, show mechanical chases, electric panel, smoke detectors & all plumbing fixtures.
4. Elevation Drawings are required to accurately describe new work.
5. Wall and/or Building Sections showing framing details, identifying materials and sizes of structural members.
6. Any and all specifications.
7. \*\*\*Please see the City of Rehoboth "Plan Requirements" document for further details on plan requirements.\*\*\*