

## Steps for completing and submitting a fillable form.

1. To complete the form online
  - a. Open the form you wish to submit
  - b. Complete the required fields (highlighted in red)
  - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
  - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
  - e. Once reviewed, you will be advised the application has either been accepted or rejected.
    - i. if accepted, you will be emailed an invoice to pay.
      1. If you wish to pay online, please follow the instructions in the email. As a reminder, all online payments have a 4% convenience fee added.
      2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
    - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
2. To complete the form manually
  - a. Download the form you wish to submit
  - b. Complete the required fields (highlighted in red). **All required fields must be completed to process the form.**
  - c. Sign the form.
  - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
  - e. Once reviewed, you will be advised the application has either been accepted or rejected.
    - i. if accepted, you will be mailed an invoice to pay.
      1. If you wish to pay online, please follow the instructions on the invoice. As a reminder, all online payments have a 4%convenience fee added.
      2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
    - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.



**City of Harrington**  
 106 Dorman Street  
 Harrington, DE 19952  
 (302) 398-3530 Fax: (302) 398-4477

Submit Date

Permit No.

### Building Permit/Zoning Certificate Application

Property Address: Tax Map/Parcel No: Property Size: <span style="margin-left: 150px;">Zoning:</span>	Estimated Cost of Project:
Project Description:	

**Please check one of the boxes below for primary contact to receive permit information**

<input type="checkbox"/> <b>Property Owner</b> Name Address City State          Zip Phone Email	<input type="checkbox"/> <b>Contractor</b> Name Address City State          Zip Phone Email	<input type="checkbox"/> <b>Engineer/Architect</b> Name Address City State          Zip Phone Email
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**Application Type (Check all that apply)**

<input type="checkbox"/> <b>New Residential Building</b> <span style="float: right;">Sq. Ft. New Building</span> <input type="checkbox"/> <b>New Commercial Building</b> <span style="float: right;">Sq. Ft. New Building</span> <input type="checkbox"/> <b>New Accessory Structure</b> <span style="float: right;">Sq. Ft. New Building</span> <input type="checkbox"/> <b>Fence</b> Type: <input type="checkbox"/> <b>Pool</b> Type/Size: <input type="checkbox"/> <b>Demolition</b> Sq. Ft. Demolished <input type="checkbox"/> <b>Deck/Porch</b> Dimensions:	<input type="checkbox"/> <b>Addition to Existing Building</b> <span style="float: right;">Sq. Ft. Existing Building</span> <span style="float: right;">Sq. Ft. Added to Building</span> <input type="checkbox"/> <b>Building Alteration/Renovation</b> <input type="checkbox"/> <b>Signage (Please note how many of each type)</b> <span style="margin-left: 100px;">Freestanding</span> <span style="margin-left: 100px;">Wall</span> <span style="margin-left: 100px;">Awning/Projecting</span> <span style="margin-left: 100px;">Other</span> <input type="checkbox"/> <b>Other</b> Explain:
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**Structure Information**

Principle Type of Frame	Dimensions	Outside Agency Permits
Masonry	Width                  Length	DELDOT
Wood Frame	Height (ft.)                  # of Stories	State Fire Marshal
Structural Steel	Gross Floor Area:	Kent Conservation
Metal	Footprint Area SF:	DHSS (Plumbing)
Reinforced Concrete	Total number of bedrooms:	DHSS (Food Service)
Other	Total number of bathrooms:	<b>Corner Lot      Yes      No</b>

**Zoning & Setback Information**

Proposed:	Front	Side	Side	Rear	Lot Coverage
Required:	Front	Side	Side	Rear	Lot Coverage
Easements (w/ Deed Reference):				Site Plan Approval No. & Date:	
Flood Zone	FIRM Panel No.		Source Water Protection Area		Yes      No

**For Office Use Only**

Applicable Fees	Approvals
1. Zoning Compliance Certificate      \$ _____	Building Inspector: _____ Date _____
2. Building Permit Fee	City Planner: _____ Date _____
a. VOC Base Fee                      \$ _____	Public Works: _____ Date _____
b. Plan Review Fee                  \$ _____	Permit Issue Date: _____
3. Demolition Permit                      \$ _____	Fees Paid On: _____
4. Site Inspection                          \$ _____	Comments/Special Conditions: _____
5. Infrastructure Inspection              \$ _____	_____
6. Water Impact Fee                      \$ _____	<b>Clean Hands</b>
7. Sewer Impact Fee                      \$ _____	Property Taxes _____
8. Sewer Connection Fee                \$ _____	Utilities _____
9. Water Connection Fee                \$ _____	Misc. Billing _____
10. Water Meter Fee                      \$ _____	Violations _____
11. Sprinkler Fee                          \$ _____	
12. Community Impact Fee              \$ _____	
13. Kent County Impact Fee            \$ _____	
<b>Total Fees Due:</b> \$ _____	

**Applicant's Certification:** By completing this application, the applicant hereby certifies as follows under penalty of perjury: (1) I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized to by the owner to make this application as their agent; (2) That the information on this application (and construction documents) provides full disclosure and is accurate to the fullest extent possible; and (3) That the information contained in the application and construction documents is in compliance with all applicable covenants or deed restrictions.

Applicant's Signature:

Date:

Applicant Printed Name:

**SPECIAL NOTE\*\*\* All contractors and subcontractors must have a current Contractor's License with the City of Harrington in order for the permit to be issued. Please attach a full list of all contractors and subcontractors (with their accompanying contact information) who will be involved in the building process along with this application.**

### **Building Permit Submission Requirements**

Each permit is issued a list of required inspections. The permit applicant is responsible for obtaining approval for each required inspection prior to proceeding beyond the point indicated.

Permit application submittal documents shall be in accordance with the most recently adopted edition of the International Building Code. Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted to the City of Harrington via electronic medium in .pdf format for review and approval. The construction documents shall be prepared by a registered design professional in accordance with DE Title 24 as applicable for construction other than 1 and 2 family dwellings and their associated accessory structures. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted building code and relevant laws, ordinances, rules and regulations, as determined by the building official.

Depending on the scope of the project, you may also be required to obtain permits or approvals from other agencies. Once the permit is submitted to the city, you will be advised of the agency or agencies you will need to apply for additional permitting. The list includes but may not be limited to the following:

## **Outside Reviewing Agencies**

City Engineer

Kent Conservation District

DelDOT

Delaware State Fire Marshal – Fire Protection Plan Review

Delaware Health & Social Services (DHSS) – Plumbing Permit

Delaware Health & Social Services (DHSS)

Electrical Permit

Miss Utilities (Call Before You Dig) – Telephone: 1-800-282-8555

Chesapeake Utilities (Gas Lines) – Telephone: (302) 734-6700

Delmarva Power (Electricity) – Telephone: 1-800-375 -7117

Verizon (Phone) – Telephone: 1-866-921-0769