

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.

Fixture Count Work Sheet:

BATH

Fixture	Existing / Proposed	Drain / Vent Size
Water Closet	/	
Bathtub	/	
Shower	/	
Lavatory	/	
Urinal	/	
Bidet	/	

KITCHEN

Kitchen Sink	/	
3 Compartment Sink	/	
Hand Sink	/	
Food Prep Sink	/	
Dishwasher	/	
Ice Maker	/	

UTILITIES

Washer		Grease Trap / Size	
Utility Sink		Floor Sink	
O/S Hose Bib		Coffee Machine	
O/S Shower		Drinking Fountain	
Water Conditioner		Floor Drain	
Water Heater			
Bar Sink			

BACKFLOW DEVICE

Yes

No

SIZE/LOCATION

MODEL NUMBER

Commercial Only

Number of Stories

Building Occupant Load

Main Sewer Size

Occupancy Classification

Main Water Service Size

Building Construction Type

Office Use Only

Total Fixture Units _____

Total EDU _____