



TOWN OF DEWEY BEACH

www.townofdeweybeach.com

105 Rodney Avenue
Dewey Beach, DE 19971
302-227-6363 (Voice or TDD)

DO I NEED A PERMIT IN THE TOWN OF DEWEY BEACH? -- Yes

All construction including remodeling, repairs, demolition, additions to any building, structure or parcel requires a permit. Interior and exterior projects require permits.

*§71-3 Any person who may desire to **erect, alter, repair, move, raze, or add** to any building or other structure, including fences, bulkheads and retaining walls, within the Town, shall first apply to the Town for a building permit.*

§101-12 It shall be unlawful for any person or entity to begin construction or other development which is wholly within, partially within, or in contact with any identified special flood hazard area, as established in § 101-4....

*§71-7 A "**Construction activities**" are defined as any activity whatsoever relating to construction, including, but not limited to: site preparation, grading and excavation; construction of foundation; construction, fabrication, and placement of any structure upon or within the premises; painting, drywalling, roofing and application of any materials whatsoever to the structure being constructed or placed upon the premises, including installation of plumbing, electrical fixtures and wiring, heating, ventilation and air-conditioning equipment; and any activity whatsoever related to construction, installation, site preparation, landscaping, paving or improvement of the premises."*

All Building Permits are 3% of the total cost of construction (materials & labor); minimum fee is \$50.

When the project's total cost of construction is \$15,000 or more, a non-refundable Building Permit APPLICATION FEE is required & payable at the time the Permit Application is submitted.

DO I NEED A PERMIT IN THE TOWN OF DEWEY BEACH FOR...?

Including but not limited to the following:

		<u>Dewey Beach Code:</u>
Tree removal	Yes	§173
HVAC replacement/repair	Yes	§71-3
Plumbing/electrical replacement/repair	Yes	§71-3
Fences/retaining walls	Yes	§93-1
Demolition	Yes	§93-1
Signs	Yes	§93-1
Driveways/grading/fill/repaving	Yes	§93-1
Flag Poles	Yes	§93-1
Sidewalks/decking	Yes	§93-1
Patios/decks/sheds/outside shower	Yes	§93-1
Bulkheads	Yes	§71-3
Solar Panels	Yes	§71-3
Portable toilet facilities	Yes	§71-3
Grading/lot fill	Yes	§101-12
Siding/new or replacement	Yes	§71-3
Any Interior Renovations	Yes	§71-3

ARE BUSINESS LICENSES REQUIRED? -- Yes.

Including but not limited to the following:

ALL contractors, subcontractors, landscapers, cleaning agencies, a 'handyman' need to have a current Dewey Beach Business License; renew yearly.

Dewey Beach Code §117-1

No person shall operate, maintain or otherwise be engaged in any business designated in the license fee schedule herein within the municipal boundary without first obtaining a license from the Town.

NO construction activity of any kind shall be allowed to begin until the Town of Dewey Beach building permit is **ISSUED, PAID FOR, and POSTED** in a conspicuous place on the job site property.

The Town of Dewey Beach building permit fee shall be doubled if a Town of Dewey Beach permit is not obtained prior to the beginning of construction. §93-1 K.



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CONSTRUCTION RULES

County and Town Building Permits must be conspicuously displayed

***** All contractors & sub-contractors must have a CURRENT Dewey Business license *****

SUNDAY WORK BY CONTRACTORS / SUB-CONTRACTORS IS ALWAYS PROHIBITED

MAY 15 through SEPTEMBER 15:

- NO work on Saturdays by Contractors
- Weekday work by Contractors allowed 8 AM to 6 PM
- Homeowners may physically do work on their property (no Contractors):
 1. Work weekdays from 8 AM to 6 PM
 2. Work weekends & holidays from 9 AM to 6 PM

SEPTEMBER 16 through May 14:

- Saturday work by Contractors allowed 9 AM to 6 PM
- Weekday work by Contractors allowed 8 AM to 6 PM
- Homeowners may physically do work on their property (no Contractors):
 1. Work weekdays from 8 AM to 6 PM
 2. Work weekends & holidays from 9 AM to 6 PM

YEAR-ROUND:

NO WORK IS PERMITTED ON STATE HOLIDAYS

**UNLESS THE CONSTRUCTION IS INSIDE AN ENCLOSED STRUCTURE & CREATING NO NOISE
DISTURBANCE**

DEMOLITION:

- NO demolition activity, requiring a permit, allowed on weekends

PILE DRIVING:

- NO pile driving from 6 pm on the Thursday before Memorial Day (as observed) until 8 AM on the Tuesday after Labor Day (as observed)
- NO pile driving on Saturdays / Sundays

GENERAL:

- All job sites must have trash containers
- NO materials or trash containers in the street right-of-way
- Site must be secured during high wind and/or high-water conditions
- NO Port-a-Johns without a Town Permit

TOWN OF DEWEY BEACH - BUILDING PERMIT APPLICATION REQUIREMENTS

Complete Application Form: Town website:

<https://www.townofdeweybeach.com/media/Building/Applications/BuildingPermitAppFillable.pdf>

Permit applications must be on a current application form, all questions thoroughly

answered and provide all applicable drawings, plans and contracts. Incomplete applications will be returned.

"Construction activities" are defined as any activity whatsoever relating to construction, including, but not limited to: site preparation, grading and excavation; construction of foundation; construction, fabrication, and placement of any structure upon or within the premises; painting, drywalling, roofing and application of any materials whatsoever to the structure being constructed or placed upon the premises, including installation of plumbing, electrical fixtures and wiring, heating, ventilation and air-conditioning equipment; and any activity whatsoever related to construction, installation, site preparation, landscaping, paving or improvement of the premises." §71-7 A

in flood zone(s) VE, AE, or AO

NEW CONSTRUCTION OF DWELLINGS, RENOVATIONS TO EXISTING DWELLINGS, ADDITIONS, DECKS, SHEDS, OTHER STRUCTURES

Applications shall include (as applicable):

1. **Preliminary Site Plan - prepared & sealed by licensed professional: (per §185-76 Dewey Code)**
 - drawn to scale, showing the nature, location, dimensions, existing and proposed topography
 - portion of the site that was previously filled
 - location of existing and proposed structures, excavation, filling, storage of materials, drainage facilities, and other proposed activities.
2. **Elevation Certificate - prepared and sealed by licensed professional:**
an elevation certificate that shows the ground elevation and proposed building elevations (identified in Section C of the elevation certificate as "Construction Drawings").
3. **Drawing / Plans (minimum of TWO hardcopy sets; digital also may be requested) -- to be prepared and sealed by a licensed professional showing:**
 - Elevation of the lowest floor, including basement, or elevation of the bottom of the lowest horizontal structural members of all proposed structures.
 - Drawings, diagrams, or descriptions of the proposed foundation.
 - Locations of all service equipment and utilities.
 - Plans shall meet the minimal requirements by Sussex County: <https://sussexcountypde.gov/single-family-projects>
<https://sussexcountypde.gov/commercial-projects>
4. **Proposed Placement of Fill - prepared & sealed by licensed professional:**
 - Specify the amount, type, and source of fill material.
 - Compaction specifications.
 - Description of intended purpose of the area to be filled.
 - Evidence the proposed fill is the minimum necessary for the intended purpose.
5. **DNREC letter / approval (if applicable) - to construct within the regulated area / landward of the Building Line (Atlantic Ocean).**
6. **Driveway plan - Location of all existing (if applicable) & proposed site accesses and entrance driveways; driveway location(s) on parcel and proposed off-street parking.**
7. **Landscaping - A landscape plan, prepared by a landscape architect licensed in the State of Delaware and shall show the location, species (common and botanical names), size and condition of all proposed plantings.**
8. **Grading plans.** All proposals for development/construction shall be accompanied by a grading plan per - §185-89 A & B.
9. **Other requirements - any / all papers, drawings, explanations, etc., that may be requested by the Town to assure conformance with all applicable codes and regulations.**
10. **Contractors / Subcontractors – A contractor & subcontractor list identifying all companies to be working on the job site and their current Town of Dewey Beach business license.**

RENOVATIONS TO EXISTING DWELLINGS / STRUCTURES

in flood zone(s) VE, AE, or AO

including any improvement, addition, repairs, alterations, rehabilitation, or reconstruction – §101-13 –

Applications may also be required to include:

- Market Value of the structure before improvement is started or before damage occurred.
- Actual cash value of all proposed work to improve the property **OR** restore the property before damage occurred.

Also, all coastal high-hazard areas (Zone VE).

must meet the specific requirements of §101-31 through §101-33.

The applicant shall include in the building permit application a certification prepared by a licensed professional engineer or a licensed professional architect that the design and methods of construction to be used meet the applicable criteria of the Town of Dewey Beach Code.

in X flood zones

**NEW CONSTRUCTION OF DWELLINGS, RENOVATIONS TO EXISTING DWELLINGS,
ADDITIONS, DECKS, SHEDS, OTHER STRUCTURES**

Applications shall include (as applicable):

1. **Preliminary Site Plan - prepared & sealed by licensed professional: (per §185-76 Dewey Code)**
 - drawn to scale, showing the nature, location, dimensions, existing and proposed topography
 - portion of the site that was previously filled
 - location of existing and proposed structures, excavation, filling, storage of materials, drainage facilities, and other proposed activities.
2. **All drawings / plans (minimum of TWO hardcopy sets; digital may also be requested) specifications and accompanying data:**
 - shall bear the name and address of the designer.
 - buildings or structures of 5,000 square feet or more in area, the designer shall be an architect or engineer legally registered under the laws of any state in the United States regulating the practice of architecture and/or engineering and shall affix his official seal to said drawings, specifications and accompanying data.
3. **Plans shall meet the minimal requirements by Sussex County:** <https://sussexcountyde.gov/single-family-projects>
<https://sussexcountyde.gov/commercial-projects>
4. **(If applicable) DNREC letter / approval** - to construct within the regulated area / landward of the Building Line (Atlantic Ocean).
5. **Driveway plan** - Location of all existing (if applicable) & proposed site accesses and entrance driveways; driveway location(s) on parcel and proposed off-street parking.
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9. **Other requirements** - any / all papers, drawings, explanations, etc., that may be requested by the Town to assure conformance with all applicable codes and regulations

§ 71-3 Building permits.

D.

When the above requirements and all other requirements have been met, a building permit may be issued; provided, however, that no construction activity of any kind shall be commenced until the building permit is posted in a conspicuous place on the property which is the subject of the building permit.

The Town of Dewey Beach building permit fee shall be doubled if a Town of Dewey Beach permit is not obtained prior to the beginning of construction. §93-1 K.

