



Phone: 302-653-5637 Fax: 302-653-2017  
Department of Inspections & Enforcement

# BUILDING PERMIT APPLICATION

## JOB LOCATION

No. \_\_\_\_\_ Street \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot \_\_\_\_\_

Tax Parcel No. \_\_\_\_\_ Zoning District \_\_\_\_\_

## TYPE OF CONSTRUCTION OR IMPROVEMENT (circle one)

Commercial Bldg. Single-Family Dwelling Multi-Family Dwelling Shed Garage Demo Porch Deck  
Addition Alteration Renovation Hot Tub Fence Gazebo Siding In-ground Pool  
Above-Ground Pool Finished Basement Mobile Home Placement Roof (structure related)

Manufactured Home – MH# \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_

Description of Construction: \_\_\_\_\_ Cost: \_\_\_\_\_

### Foundation Type

Slab on grade

Crawl space

Basement

Piers

### Framing Type

wood

steel

masonry

concrete

### Building Systems

new plumbing

new HVAC

### New Construction

Building sq.ft. \_\_\_\_\_

No. Bedroom \_\_\_\_\_ Full Bath \_\_\_\_\_ Half Bath \_\_\_\_\_

No. of Stories \_\_\_\_\_ Fireplace: Y / N

Width \_\_\_\_\_ Length \_\_\_\_\_

Porch \_\_\_\_\_ w/roof \_\_\_\_\_ w/o roof \_\_\_\_\_

Garage: Y / N sq.ft. \_\_\_\_\_

Basement: Plumbing Y / N No. of rooms \_\_\_\_\_

Finished sq.ft. \_\_\_\_\_ Unfinished sq.ft. \_\_\_\_\_

HOA approval is recommended prior to issuance of permit

Permit must be posted in the front window before work begins.  
The Town may inspect work during normal work hours.

## IDENTIFICATION

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address for Notifications: \_\_\_\_\_

Contractor: Business Name: \_\_\_\_\_ TOC Contractor License #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

License Holder Signature: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Owner(s) (Print) \_\_\_\_\_ Phone# \_\_\_\_\_

Owner(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Application must be complete and submitted with construction documents to be processed. Please allow up to **ten (10) business days** for plan review and permit processing. Construction work starting before approval is subject to a fine.

Received Date: \_\_\_\_\_ Type of Payment: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved / Denied (Incomplete application missing paperwork payment not received ordinance / code)



**Documents required to be submitted with permit application: (2 sets)**

**Plot Plan:**

1. A surveyor prepared or scaled drawing with the overall dimensions and size of the property.
2. Street and road frontage with names of such.
3. Location of any existing and proposed structures with dimensions.
4. Distances from all property lines to the structure.

**Detailed Construction Plan:**

1. Plans showing the project in sufficient detail to ensure building code compliance.
2. Typically the following will be considered sufficient: foundation plan, floor plan, typical cross sections, elevation drawings, and completed energy forms.
3. Kent Conservation District approval certificate. (New construction only)

**Homeowner's Association: While the Town of Clayton does not require HOA approval for permits, the Town does recommend you follow your HOA rules and regulations.**

1. If your HOA approves your project, please include their approval letter with your permit application.
2. If you do not have an HOA approval letter, the below waiver must be filled out in order for your permit to be processed.

By signing, Property Owner (hereinafter "Owner") acknowledges that Town of Clayton (hereinafter "Clayton") makes no assurances that any Homeowner's Association (hereinafter "HOA") with jurisdiction over the above property has approved or is aware of the project that is the subject of this permit.

Owner further acknowledges that it is Owner's sole responsibility to abide by the rules and guidelines of their HOA, and that Clayton bears no responsibility nor any liability for Owner's failure to gain approval from their HOA. Finally, Owner acknowledges that Clayton bears no responsibility nor liability for any fines, fees, and court costs assessed to Owner by their HOA for failure to abide by the HOA's rules and guidelines.

\_\_\_\_\_  
Property Owner (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (Signature)

\_\_\_\_\_  
Property Address City, State, Zip

\_\_\_\_\_  
Project Description (IE: Deck, Finished Basement, Addition etc.)

**Zoning District:** The Town of Clayton Zoning Ordinance can be found on the Town website under Licensing and Inspection. Failure to follow zoning requirements may result in the project being suspended or removed at the applicant/owner's expense. IE; Ordinance 6.5-2.1 covers **accessory building/structure setbacks**. Ordinance 6.5-2.3 covers **fence material and height limitations**.

**Permits required for the following:**

- New Construction and Additions
- Demolition
- Manufactured Home Placement
- Shed and Out Buildings (setbacks are 5 feet from rear property line and 3 feet from side property line)
- Pools and hot tubs (all pools and tubs designed for filtering system and are 24 inches and deeper)
- Roofing (structure related) and siding replacement
- Fences
- Structural Renovations
- Decks and gazebos (hurricane straps mandatory on all floor joist and girders)
- All signs

**All contractors and subcontractors are required to be licensed with the Town of Clayton.**

**State law requires property owner or the contractor to notify MISS UTILITY (1-800-282-8555) 48 hours before any excavation begins.**

Final Inspection – is required upon completion of construction. Any deviations from the approved plans may be subject to resubmission of the plans for review.

**Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contractor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_