



Phone: 302-653-5637

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Department of Inspections & Enforcement

BUILDING PERMIT APPLICATION

JOB LOCATION

No. _____ Street _____ Subdivision _____ Lot _____

Tax Parcel No. _____

TYPE OF CONSTRUCTION OR IMPROVEMENT

Circle improvement

Comm. Bldg. Single Family Dwelling Multi Family Dwelling Shed Garage Demo

Addition Alteration Renovation Pool Fence Deck Roof Siding Sign

Description and Cost of Construction: _____

<u>Foundation Type</u>	<u>Framing Type</u>	<u>Building Systems</u>	Building Sq.Ft. _____
Slab on grade	wood	new plumbing	No. Bedroom _____ Bath _____
Crawl space	steel	new HVAC	No. of Stories _____
Basement	masonry		Width _____
Piers	concrete		Length _____

IDENTIFICATION

Owner Name _____ Phone # _____

Mailing Address _____

Contractor Name _____ Phone # _____

Mailing Address _____

Town of Clayton Contractors License # _____

I, the undersigned, own the above-referenced property or act as authorized agent for the owner.

Print Name of Applicant _____ **Phone #** _____

Applicant Signature _____ **Date** _____

Application **will not** be processed if required documents are not submitted with application. Please **allow three (3) business days** for plan review and permit processing.

The mission of the Inspection & Enforcement Department is to insure the highest quality of life for the citizens of the Town of Clayton through the enforcement of the IBC/IRC 2003 Codes and Ordinances to protect public health, safety & welfare.



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)

Home Owner's Association Approval: Subdivisions only.

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 and siding replacement
- Fences
- Structural Renovations
- Decks and gazebos (hurricane straps mandatory on all floor joist and girders)
- All signs

All contractor's and subcontractor's 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.

I have read and understand the above regulations set forth by the Town of Clayton.

Signature of Applicant

Date