

Construction Project Checklist**Town of Slaughter Beach**

Owner's Name: _____ Town Address: _____
 Mailing Address: _____ Tax Map #: _____
 _____ Telephone: _____
 Description of work & estimated cost: _____

Note: The intent of this checklist is to provide the Owner with guidance for the project. Each agency has its own regulations and requirements. It is the Owner's responsibility to confirm that all requirements are fulfilled, whether or not indicated hereon. Please provide copies of all required documents to the Town of Slaughter Beach Building Official.

Pre-Construction:

- Site Plan (tax map number, showing flood zone(s), DNREC Building Line, DNREC Easement Line, property lines, dimensions, setbacks, existing and proposed structures, driveways, parking, and utilities locations)
- Town of Slaughter Beach Zoning Compliance Review
- Slaughter Beach Board of Adjustment variance approval for _____
- Building Appraisal (to be performed by an approved appraiser, indicating market value of building only)
- Flood Zone and Elevation Confirmation (Elevation Certificate or other approved documentation)
- DNREC Construction Letter of Approval (302) 739-9921
- DNREC Coastal Construction Permit (302) 739-9921
- DNREC Pedestrian Dune Crossover Letter of Approval (302) 739-9921
- DNREC Placement of Sand or Fill Letter of Approval (302) 739-9921
- DNREC Septic System Permit (302) 856-4561
- DelDOT Letter of Approval (entrance permit, letter of no objection, sign permit, etc.) (302) 853-1342
- Office of State Fire Marshal Building Plans and/or Site Plan Approval (302) 856-5298
- State Division of Revenue Proof of Transfer Tax Payment (if property has been owned for less than 1 year) (302) 856-7718
- Army Corps of Engineers Approval (215) 656-6850
- Slaughter Beach Flood Zone Construction Plans Review and Approval (done by Sussex County Planning and Zoning Dept.) (302) 855-7884
- Sussex County Building Plan Review and Building Permit (302) 855-7860
- Town of Slaughter Beach Building Permit

During Construction:

Note: Inspections such as footing, underground piping, break-away wall, rough framing, plumbing, electrical, etc. may be required during construction. It is the Owner's responsibility to ensure that all inspections are completed.

Completion:

- As-Built Site Plan (showing flood zone(s), DNREC Building Line, DNREC Easement Line, boundary lines, dimensions, setbacks, location of structures, driveways, parking, and utilities locations)
- DNREC Septic Certificate of Completion
- Office of State Fire Marshal Inspection/Approval
- Army Corps of Engineers Final Approval
- As-Built Elevation Certification
- Sussex County Certificate of Occupancy
- Town of Slaughter Beach Certificate of Occupancy

 Town of Slaughter Beach Building Official

Date: _____