

Town of Slaughter Beach

357 Bay Avenue, Slaughter Beach DE 19963



Procedure for Obtaining Construction Permits

Pre-Construction:

1. Contact Town of Slaughter Beach Building Inspector before starting ANY construction.
2. Building Inspector will complete a Pre-Application Form and return it to you.
3. If Pre-Application Form indicates that no Slaughter Beach Building Permit is required, you may start work.* Keep this form for your records.
4. If Pre-Application Form indicates that no Zoning Review is required, a Zoning Compliance Certification will be attached to the Pre-Application Form, and you may proceed with obtaining any other required permits or approvals.
5. If the Pre-Application indicates that a Zoning Compliance Review is required, a Zoning Compliance Review Checklist will be attached to the Pre-Application indicating the required information.
6. Submit all required zoning information to the Building Inspector for review. Building Inspector will either return the information for corrections, or issue a Zoning Compliance Certification.
7. Upon Zoning Compliance Certification, contact Sussex County Building Inspection and Planning & Zoning Departments to verify their permitting requirements.
8. Submit all required information to Sussex County Building Inspection and Planning & Zoning Departments for review and approval.
9. Upon County approval, submit copies of all Permits and Approvals to Town Building Inspector. If all requirements are complete, the Building Inspector will issue a town of Slaughter Beach Building Permit and you may start construction.

During Construction:

Be aware that many different 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 these are done.

Completion:

1. If your Pre-Application indicates that Post Construction Certification is required, obtain all items noted except County and Town Certificates of Occupancy.
2. Request County Certificate of Occupancy and submit all required documentation to the County Building Inspection Department at that time.
3. Upon receipt of County Cert. of Occupancy, submit County Certificate of Occupancy and any other required documentation to Town Building Inspector. Final Certificate of Occupancy will be issued upon review and approval.

* Other Agencies may still require permits – for your protection, contact them before starting work.