

Building & Licensing  
229 Rehoboth Avenue  
P.O. Box 1163  
Rehoboth Beach, Delaware 19971



City of Rehoboth Beach  
Telephone 302-227-6181  
Fax 302-227-4504  
www.cityofrehoboth.com

## **NOTICE TO CONTRACTORS**

### **BUSINESS LICENSE REQUIREMENTS:**

All contractors and each subcontractor must obtain a business license prior to starting work within the City of Rehoboth Beach. **All contractors seeking to obtain a new license or to renew their existing license will be required to submit a current copy of their State of Delaware Business License and certificate of liability insurance and/or bonding.** Some trades are also required to submit copies of professional licensure. Any application submitted without this information will not be processed.

### **HOURS OF CONSTRUCTION:**

8:00 a.m. to 5:00 p.m. – Monday thru Friday

9:00 a.m. to 5:00 p.m. – Saturdays (**November 1 thru April 30 ONLY**)

***No work is permitted on Sundays, Holidays, or Saturdays not listed above.***

### **BUILDING PERMIT REQUIREMENTS:**

\*\*\*All permit applications must be accompanied by a \$ 20.00 processing fee.\*\*\*

Per City Of Rehoboth Beach Code § 270-84. Building permits: **"No person shall commence work for the erection or alteration of any building or structure until a building permit has been duly issued therefor."**

All construction in the City Of Rehoboth Beach, whether interior work, remodeling or additions, requires a City Of Rehoboth building permit be approved and issued before work begins. Contact this office should you have any questions concerning whether a building permit is required.

### **PENALTY FOR STARTING WORK WITHOUT AN ISSUED PERMIT**

**§102-10. Fee Schedules. J. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty fee of three (3) times the required permit fees.**

### **INTERIOR NON-STRUCTURAL FINISH-TYPE ALTERATIONS, EXTERIOR FINISHES, NEW ROOF, NEW SIDING, OTHER SINGLE FAMILY HOME BASIC ALTERATIONS:**

Application for building permit must have a separate contract/proposal attached with scope of work including adequate detail to describe project in full, including total cost of job, with all labor and materials. The contract/proposal must be generated by the contractor who is to perform the work.

**For HVAC work** with exterior units, in addition to the contract/proposal attachment, the contractor must submit a survey or drawing which shows the location of the exterior unit(s) on the site **in relation to setbacks**. Designate on permit application whether this is a new or existing site placement.

If the homeowner is acting as contractor, they may create the scope of work/contract/proposal, this must still be on a separate sheet than the application for permit. All subcontractors used by either the general contractor or the homeowner must obtain a City Of Rehoboth Beach Business License before beginning work. No work shall begin before the building permit is issued, paid, and the permit placard is posted on the jobsite. Inspections are required for all work, please contact this office on which inspections are required for your project.

### **ADDITIONS, DEMOLITIONS, HOUSE MOVES, SHEDS, SIDEWALKS, DRIVEWAYS, PAVERS, PATIOS:**

Plans, drawings, contract/proposal, and supporting documents as required to adequately describe the project. For proposed additions and/or exterior lot coverage items such as sheds, walkways, driveways, pavers, patios, and fencing, a current survey the property showing current lot coverage (live with surveyors stamp) showing placement of additional structure is required. A survey with Tree Protection may be required where work is done on properties with existing trees.

**All contracts/proposals for work involving new homes, additional structure, demolitions, or house moves must be signed by both the contractor and the homeowner.**

Applications for work on **commercial projects** or **multiple-unit residential** projects must be submitted with drawings prepared and sealed by a licensed design professional. Additional documentation for commercial projects may include approval by the State Of Delaware Fire Marshall's office and/or the State Of Delaware Department of Health. **Tenant fit outs must schedule a Fixture Count inspection with this office prior to any fixtures being removed or work beginning.**

**PLAN REQUIREMENTS (GENERAL):**

**Each set of Plans/Drawings submitted shall contain at the minimum: (Must be in Standard Architectural or Engineering Scale.)**

1. Site Plan showing all buildings, outbuildings, sidewalks, driveways, and trees.
2. Dimensioned Foundation Plan.
3. Floor Plans to scale, dimensioned, that correctly identify rooms, specify door and window dimensions, show mechanical chases, electric panel, smoke detectors & all plumbing fixtures.
4. Elevation Drawings are required to accurately describe new work.
5. Wall and/or Building Sections showing framing details, identifying materials and sizes of structural members.
6. Any and all Specifications.

**REQUIRED DOCUMENTATION FOR RESIDENTIAL BUILDING PERMIT APPLICATIONS NEW CONSTRUCTION, ADDITIONS, ALTERATIONS, RENOVATIONS**

**Residential (one and two family dwellings):**

1. Two (2) complete sets of plans and/or drawings to standard architectural or engineering scale. Once plan review is complete both will be marked up and stamped and one set will be returned to owner/builder.
2. Proposal or contract for job with scope of work and total cost of job including labor **and all** materials, signed by both contractor and homeowner.
3. A current survey the property showing current lot coverage (live with surveyors stamp) is required.
4. 2018 Residential Energy Code Calculations "RES Check" - (*new construction AND additions/renovations in excess of 500 square feet*)
5. Manual S and Manual J for HVAC systems.
6. DNREC Shoreline Construction Approval Letter. The DNREC Shoreline Regulatory Program regulates the first three buildable lots back from the beach and requires a construction letter of approval for any fill/construction activities on those lot areas. This is a State regulatory requirement and is not associated with any City ordinances or requirements. The City cannot issue any permits for construction within this area prior to the issuance of an approval letter by DNREC, Shoreline and Waterway Management.  
<https://dnrec.alpha.delaware.gov/watershed-stewardship/beaches/coastal-construction/>
7. DNREC Air Quality Management Form for Demolitions. One Copy and Proof of Submission. Applicable for substantial or complete demolition projects only, or where hazardous materials are known to exist.

**COMMERCIAL OR THREE-OR-MORE-UNIT PROJECTS:**

1. Three (3) complete sets of plans and/or documents to standard architectural or engineering scale. All plans and documents to be sealed and signed by design professional. Once plan review is complete, plans will be marked up and stamped and one set will be returned to owner/builder.
2. Proposal or contract for job with scope of work and total cost of job including labor **and** materials, signed by both contractor and business or property owner.
3. Model Energy Code (MEC Check) or COM Check Calculations
4. A current survey the property showing current lot coverage (live with surveyor's stamp) is required.
5. State Fire Marshall review notes and approval (*if applicable*).
6. Division of Public Health review and approval (*if applicable*).
8. Soil and Erosion Control approvals. (*if applicable*).
8. DNREC approvals (Ocean Block up to Lake Gerar).
9. DNREC Air Quality Management Form for Demolitions. One Copy and Proof of Submission (e.g. fax confirmation sheet, certified mail receipt, etc.). Applicable for substantial or complete demolition projects only, or where hazardous materials are known to exist.

## **APPLICATIONS FOR TREE REMOVAL PERMITS:**

Tree permits are required for removal of trees. Applications for tree removal must be submitted with:

1. A tree survey of the lot, showing existing trees with type and size, marking/designating trees to be removed
2. A copy of the contract/proposal from the CORB licensed tree contractor with the scope of work.
3. If the tree permit is part of a demolition, new construction, addition, house move, or land clearing also occurring on the lot, a tree protection plan must be submitted which meets the requirements of City Of Rehoboth Beach Code §253-29 or §243-32. Please consult this section of the City Of Rehoboth code for more information.

## **GEOHERMAL HVAC:**

To be provided by contractor:

1. A property survey showing the location of the wells.
2. The name of the well drilling contractor.
3. An approval letter from DNREC.
4. An approval letter from the City Manager of Rehoboth Beach, Sharon Lynn.

## **SCHEDULE OF REQUIRED INSPECTIONS**

**The following inspections are performed by the City of Rehoboth Beach with a 24-48 hour notice:**

### **FOOTING**

Prior to pouring all structural concrete (i.e. footers, grade beams, foundation walls, etc.). All necessary forms, woven wire fabric, reinforcing steel in place, properly supported and tied, and grade stakes must be present.

Inspection performed by City Building Inspector.

### **FOUNDATION, TERMITE SHIELD, & SILL PLATE ANCHORAGE**

Once the foundation is complete and the sill plate is installed and anchored. Prior to the floor system being installed. After the foundation wall is installed a placement survey shall be submitted to the Building Inspector. The survey shall show setback dimensions from the property lines and the height of the wall above the centerline of road elevation.

### **HOUSE WRAP AND FLASHING**

Prior to siding.

### **ROUGH-IN PLUMBING**

Any and all underground plumbing and interior plumbing lines, vents, laterals, etc. must be in place and inspected prior to concealment. Interior rough in and final inspections done by Plumbing Inspector at Building & Licensing, call 227-6181 ext. 207 to schedule. Exterior and underground inspection done by Plumbing Inspector at Water Department, call 227-6181 ext. 109 to schedule.

### **FRAMING (Prior to installation of insulation.)**

All framing work must be complete, windows and exterior doors installed, HVAC units and ductwork installed. Rough-in plumbing and rough-in electrical inspections done and **approved**. All sill plates, bottom wall plates, penetrations and exterior joints are fire caulked and sealed. Inspection performed by City Building Inspector.

### **INSULATED FRAME**

All wall, floor and ceiling insulation must be in place. All vapor barriers must be installed in accordance with Building Code and Manufacturers' recommendations.

### **FIRE RATED ASSEMBLY INSPECTION**

When applicable, an inspection of required fire rated assemblies may be required. Inspection performed by the City Building Inspector and/or State Fire Marshall's Office.

### **FINAL INSPECTION**

When all other inspections are complete, including those required by outside agencies the final inspection can be scheduled. (i.e. Plumbing, Electrical, Fire Marshall and Health Department). It is the contractor's responsibility to know which outside agency inspections are required. Project should be 100% complete and ready for occupancy when inspector arrives. For new construction and additions, a final as built survey is required at the time of the final inspection. **For new construction, the survey once approved by the Building Inspector must be recorded in Georgetown and returned to the Building and Licensing office before Certificate of Occupancy is issued.**

**BUILDING & LICENSING FEES**

\*\*\*All permit applications must be accompanied by a \$ 20.00 processing fee.\*\*\*

<b><u>TYPE OF FEES</u></b>	<b><u>FEE AMOUNT</u></b>
<b><u>Building Permit Fees</u></b>	
<b><u>Residential (less than three dwelling units)</u></b> (renovations, repairs or alterations, new construction, conversions or enlargements)	Cost of job x 2.00%
<b><u>Residential (three or more dwelling units) and/or commercial</u></b> (renovations, repairs or alterations, new construction, conversions or enlargements)	Cost of job x 3.00%
<b><u>Penalty For Starting Work Without An Issued Permit</u></b>	
Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty fee of three (3) times the required permit fees.	
<b><u>Residential Plan Review Fees</u></b>	
Minor (decks, porches, interior renovations, etc)	\$ 25
Major (additions, interior/exterior renovations, etc. structural)	\$ 200
New Construction	\$ 500
Duplex/Townhouses/Multi Family	\$ 500 + \$10 per unit
<b><u>Commercial Plan Review Fees</u></b>	
Minor Interior/Exterior Renovations	\$ 150
Major Interior/Exterior Renovations	\$ 300
New Construction	\$1,000
<b><u>Planning &amp; Zoning Review Fees</u></b>	
Site Plan Review (residential)	\$ 100
Site Plan Review (residential)-Minor Subdivision	\$ 200
Site Plan Review (residential)-Major Subdivision	\$ 400
Site Plan Review (commercial)	\$ 600
Site Plan Review (commercial)-Minor Subdivision	\$ 400
Site Plan Review (commercial)-Major Subdivision	\$ 800
Tree Survey/Protection/Planting Plan Review Fee	\$ 50
<b><u>Tree Removal Permit</u></b>	\$ 50
<b><u>Re-Inspection Fee</u></b>	\$ 25
<b><u>Signs</u></b>	
Per Sign (all)	\$ 50
<b><u>Moving Fees – Schedule C</u></b>	
One story & less than 750 sq. ft.	\$ 500 (with \$2,500 secured bond)
Over one story & 750 sq. ft. or more	\$1,000 (with \$20,000 secured bond)
<b><u>Demolition Fee – Schedule D, less than 750 sq. ft. – no utilities</u></b>	\$ 300
<b><u>Demolition Fee – Schedule D, less than 750 sq. ft. – with utilities</u></b>	\$ 500
<b><u>Demolition Fee – Schedule D, 750 sq. ft or more - with utilities</u></b>	\$3,000 (with secured bond of 20% but not less than \$ 2,000.)
<b><u>APPLICATION FEES</u></b>	
<b><u>Board of Adjustment Fee</u></b>	\$1,000
<b><u>Planning Commission Fee</u></b>	
Partitioning	\$1,000 + \$200 per lot
Minor Subdivision	\$2,000 + \$300 per lot
Major Subdivision	\$3,000 + \$500 per lot
<b><u>Mayor and Commissioners</u></b>	
Permit of Compliance (Restaurant)	\$ 1,250
Appeal to the Board of Commissioners	\$ 150
<b><u>Park and Shade Tree Commission</u></b>	\$ 250

**Inspections performed by outside agencies:**

ELECTRICAL - Rough-in and Final required

FIRE MARSHAL - Plan review and Final required

Duct Tightness Test – “Duct Blast”

Building Air Leakage Test – “Blower Door”

Health Dept - Plan review and Final required

**Where to call:**

Rehoboth Beach Building & Licensing – 302-227-4504 ext. 222  
Exterior and Underground Plumbing Inspections 302-227-6181 ext. 159  
DE State Fire Marshal’s Office – 302-856-5298  
DE State Health Dept. – 302-856-5496

**Approved Electrical Inspection Agencies:**

- First State Inspection Agency – 302-422-3859
- Middle Dept. Inspection Agency – 302-875-4514 or 800-222-6342
- American Inspection Agency – 302-732-6900

**Energy Testing Contractors**

- Delmarva Energy Solutions/Dr. Energy Saver – 302-684-3418
  - Smart Energy Solutions – 302-674-3221
- Patuxent Environmental Group (PEG) 703-934-2777
  - Joe Gordon LLC – 302-841-4502