

TOWN OF OCEAN VIEW, DE
BUILDING PERMIT REQUIREMENTS & GUIDELINES

Building Permit applications will NOT be accepted unless ALL required documents are submitted and the builder is licensed with the Town or submits a completed Business License application with the building permit application.

All Construction - International Residential/Building Code

- Single Lot Development site plan: (§140-100 *if applicable*)
- HOA/Development Approval: (§84-11-A & B *if applicable*)
- Completed Town of Ocean View building permit application with ALL required documents.
- Three (3) sets of detailed plans: 2 sets returned to applicant to present Sussex County (302-855-7860) in Georgetown, DE for permit required by Sussex County. One (1) electronic copy of plans is also required.
- If in Flood Zone must comply with the Environmental Protection Chapter 116, Article 1, of the Town Code as well as all other applicable rules and regulations governing construction in designated flood zones.
- Buffer zones from Wetlands as outlined in the Environmental Protection Chapter 116 of the Town Code.
- Builder/Contractor, all Sub-Contractors **MUST** have a valid Town of Ocean View business license. (§93-2)
- Temporary trash containers must be provided during the construction period. They must not obstruct or interfere in any way with the orderly movement of pedestrian or vehicular traffic. Not to be placed on any portion of the STREET or Right of Way.
- Hours of Construction: 7:00AM to 7:00PM - Monday thru Friday, 8:00AM to 7:00PM on Saturday and NO Construction on Sunday (exception: owner at their own property): (§84-12, 13)

New Construction – International Residential/Building Code

- Real Estate Transfer Tax Certification form completed for new construction: (§195-7 *if applicable*)
- Impact Fees (§136-1-A&B - *if applicable*), Emergency Services Enhancement Fund, etc. (§15-1)
- Water Permit and tie in to the public water system (§213-1 *if applicable*)
- Road bond (*if applicable*)

Inspections - Certificate of Zoning Compliance / Occupancy Permit (COC / CO)

- Structural inspections are conducted by the County (footer, framing, insulation, final structural, etc.) unless otherwise noted.
- After receiving final inspection from the County you **MUST** contact the Town of Ocean View at 302-539-1208 to schedule an inspection for required issuance of a Certificate of Zoning Compliance (Certificate of Occupancy) from the Town of Ocean View: (§84-10-A and §140-94)
- **FAILURE** to obtain a Certificate of Zoning Compliance (Certificate of Occupancy) from the Town of Ocean View is a **violation** of the Town Code and subject to administrative fees and penalties up to \$500.00 per day.
- Requirements for CO Inspection by Town:
 - Final site plan/as built survey, must comply with requirements as defined in the Land Use and Development Chapter of the Town Code (*if applicable*)
 - Elevation certificate must comply with requirements as defined in the Environmental Protection Chapter of the Town Code. (*if applicable*)
 - Final inspection stickers for plumbing, electrical & County on main electrical panel. (*if applicable*)
 - Lot cleared of all debris (Chapter169) and stabilized (§140-100)
 - House number(s) – Minimum 4”, reflective and visible. (§185-17-A)

Setbacks

- As delineated in the Land Use and Development Chapter of the Town Code (Chapter 140)
Permits are valid for one year from date of issuance and construction must begin within 90 days of permit issuance or permit shall expire: (§ 140-56-C (7))

TOWN & COUNTY PERMIT PLACARDS MUST BE POSTED & VISIBLE ON THE JOB SITE

CALL MISS UTILITY (1-800-282-8555) BEFORE DIGGING