

Town of Frederica  
PO Box 294  
Frederica DE 19946  
302-335-5417

DATE OF APPLICATION: \_\_\_\_\_ TAX MAP PARCEL #: \_\_\_\_\_

LOCATION/SERVICE ADDRESS OF PROPERTY: \_\_\_\_\_

OWNERS NAME (PRINT): \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

BUILDING CONTRACTOR'S NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TYPE OF IMPROVEMENTS

- NEW BUILDING                       NEW MOBILE HOME                       ADDITION
- REPAIRS (DESCRIPTION: CHIMNEY, WINDOWS, DOORS, SIDING, ETC.) \_\_\_\_\_
- FENCE                                       ALTERATION                                       ACCESSORY BUILDINGS (SHED)
- ROOF (\_\_\_\_\_ TOTAL SQUARES OF ROOFING MATERIAL)
- OTHER: DESCRIPTION \_\_\_\_\_

TYPE OF MATERIALS USED IN CONSTRUCTION: \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

COST OF IMPROVEMENT: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

**REQUIRED INFORMATION/PROCESSING:**

- 1. Include a plot plan of your property with lot size, setbacks, driveways, dimensions of house, accessory buildings, fence and any other improvements.**
- 2. After your permit is approved, take your town permit and approval letter to Kent County Inspections and Enforcements Office to get your County permit.**

\*\*\* All permits are only good for one year from the date of approval. You can also get one 6 month extension.

\*\*\* All construction debris needs to be removed from site.

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY PLANNING: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

Town Notes: \_\_\_\_\_