

TOWN OF BETTERTON
PERMIT APPLICATION FORM

PERMIT NUMBER: _____ Date Issued: _____
Fees – Amount Paid: _____ Date Paid: _____

Property Address: _____ Map Number and Lot: _____

Owner's Name: _____ Deed Reference: _____

Owner's Address: _____ Home Phone: _____

_____ Cell Phone: _____

Contractor's Name: _____ Contractor's License No.: _____

Contractor's Address: _____ Contractor's Cell Phone Number: _____

Project Description: _____

Present Use of Property: _____

Proposed Use of Property: _____

Estimated Cost:	Start Date:	Completion Date:
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Zoning

Check one: ___ R-1 ___ R-2 ___ R-3 ___ B-1 ___ C-1

Check if applicable: ___ Infill Development Overlay ___ Town Center Overlay

Critical Area: Y / N If yes, check/circle one of each:

1) ___ IDA ___ LDA ___ RCA;

2) Buffer: Y / N

3) Special Buffer Area: Y / N

Type of Permit (check at least one):

(Site Plans NOT required for the following permits)

___ Use ___ Occupancy ___ Sign ___ Interior renovation only

(Site Plans REQUIRED for the following permits)

___ Exterior addition, deck, swimming pool, etc. ___ New construction

___ Moving ___ Demolition ___ Fence

Signature/Date of Applicant: _____

Name of Applicant: _____

Project Statistical Information (Provide the below information):

Total Lot Area (sq ft or acreage)		Building Area (sq ft)	
Area within Critical Area, IDA		Disturbed Area (sq ft)	
Area within Critical Area, LDA			
Area within Critical Area, RCA			
Depth of lot (feet)		Side Yard Setback 1 (feet)	
Width of lot (feet)		Side Yard Setback 2 (feet)	
		Front Yard Setback (feet)	
Number of Parking Spaces		Back Yard Setback (feet)	

Checklist for Attachments (3 copies of application and all attachments):

Y/N/NA		Notes:
	Application	ALL
	Site plan	Not required for use permits, occupancy permits, sign permits, or interior renovation only permits
	Construction plans and specifications	Not required for use permits and occupancy permits
	Water and sewer allocation	If present number and proposed number differs
	Infill Development worksheet	If in Infill Development Overlay District
	Critical Area worksheet	If in Critical Area
	Critical Area variance	If a variance was required for project by Critical Area
	Buffer Management Plan (if applicable)	If in Critical Area's Buffer
	Variance or special exception	If Board of Appeals was involved in a decision regarding this project
	Erosion and Sedimentation Plan and Kent County's Planning Approval	If new house or if land disturbance is over 5000 sq ft
	Stormwater Plan and Kent County's Planning Approval	If new house or if land disturbance is over 5000 sq ft
	Landscape Plan	If a bufferyard is required
	Bond or other security	If a demolition or if a bufferyard is required
	Pier or Shore Erosion Approvals	If applicable

Office Use Only: Final Approval and Payment Checklist

Action	Date	Notes
Application Received		
Site plan reviewed by Zoning Administrator		
Appeal Filed		
Erosion and Sediment Plan approved by Kent County		
Stormwater Plan approved by Kent County		
Building/Construction Plan approved by MDIA		
Water and Sewer approved by Public Works		
Critical Area review/approval		
Building Permit fee paid (amount)		
Occupancy fee paid (amount)		
Municipal Impact fee paid		
Final Inspection Approval from MDIA		
Certificate of Occupancy issued		

Special Notes or Comments:

Over for calculations of building permit fees.

Please be advised that approval by the Town of Betterton Town Manager and the Building Inspector from Middle Department Inspection Agency is **required before any construction is started**. Projects that affect the exterior footprint of the house, also need approval of the Planning and Zoning Committee.

After approval of the plans and permit, periodic inspections need to be done by MDIA.

Inspections are required as follows:

1. Footer—Inspection is required after footer is dug and before concrete is poured.
2. Foundation—Inspection is required when foundation is laid.
3. Framing—Inspection of Electric and Plumbing is required when framing is done.
4. Insulation—Inspection is required when insulation is complete, before drywall is installed.
5. Final—Inspection is required when building is finished completely.

All inspections are requested by the property owner or the builder, electrician, or plumber. Craig from Middle Departments does the inspection.

It is your responsibility to contact Middle Departments (MDIA) at 1-800-242-6342 for the necessary inspections after Town of Betterton issues your permit.

Thank you for your cooperation.