

**TOWN OF GREENWOOD  
100 WEST MARKET STREET  
GREENWOOD, DE 19950**

**302-349-4534  
302-349-9332 FAX**

**Permit # \_\_\_\_\_**

**PROPERTY LOCATION:**

\_\_\_\_\_

**PROPERTY OWNER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL CONTRACTOR:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUILDING INSPECTOR FOR TOWN  
SUSSEX COUNTY**

**PERMIT AGREEMENT**

You have requested a building permit / ZCC that will allow you to erect, move, add to, or alter an existing structure within the Town of Greenwood. The Town has certain regulations which you must comply with in order to obtain a building permit and work on a dwelling in the Town. **Your signature on this agreement indicates that you do understand and will obey the following regulations:**

1. All construction to be drawn and work completed according the International Building Code 2003 Edition including all subsequent additions and the Town of Greenwood Municipal Code.
2. The applicant will pay all fees required at the time of application submission.
3. The Town has a minimum of thirty (30) days from point of acceptance to review the plans and return them to the applicant.
4. The Town will issue the applicant a building permit / ZCC contingent upon Sussex County Approval and the applicant providing the Town with a copy of the Sussex County Building Permit.
5. Building inspection procedures are attached.
6. If the inspector deems a project non-compliant, a re-inspection will be required. The applicant is required to pay the re-inspection fee which is the same as application fee at Town Hall prior to scheduling a re-inspection.
7. The inspector will perform the final inspection after the final plumbing and electrical inspections have been passed. Once the inspector passes the building, a final report will be issued to the Town. The Town will record the report and issue the applicant a Certificate of Occupancy.

8. If the work described in any building permit/ ZCC, not excluding repair and construction of a dwelling, has not been substantially completed within one year of the date of issuance thereof, said permit shall expire and be canceled by the Town Official.

9. You and every business working at your site must have a Business License issued by the Town of Greenwood.

10. You must keep your work site clean; no refuse, trash or other waste material can be put or permitted to accumulate on your work site.

11. You must obtain a Certificate of Occupancy from the Town Official once the work is completed. The dwelling cannot be occupied until this certificate is obtained.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS**