

**TOWN OF GREENWOOD**  
100 WEST MARKET STREET  
GREENWOOD, DE 19950  
302-349-4534  
302-349-9332 FAX

Map # and Parcel # \_\_\_\_\_

**APPLICATION FOR BUILDING PERMIT/ZCC\***

(Please Print All Information)

**OWNER(S) NAME:** \_\_\_\_\_

Residence: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

**CONSTRUCTION LOCATION:**

County Tax Map #: \_\_\_\_\_

Street Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

HOA Approval (When Applicable) Attach Letter of Approval: \_\_\_\_\_

**BUILDER:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Town of Greenwood Business License # \_\_\_\_\_

DEED PLOT PLAN INCLUDED SHOWING PROPOSED CONSTRUCTION (Y/N) \_\_\_\_\_

*THREE (3) SETS OF DETAILED PLANS PROVIDED: (Y/N) \_\_\_\_\_ SITE PLAN PROVIDED: (Y/N) \_\_\_\_\_*

*COPY OF SUSSEX COUNTY PERMIT (When Issued): \_\_\_\_\_*

**To the Town of Greenwood Town Official:**

I/We hereby apply for a Permit for: New Construction \_\_\_\_\_; Repair/Renovate \_\_\_\_\_;

Accessory Building \_\_\_\_\_; Fence/Sidewalk \_\_\_\_\_, Open Deck/Patio \_\_\_\_\_;

Demolition \_\_\_\_\_; Move Structure In/Out \_\_\_\_\_;

Other \_\_\_\_\_

Description of Proposed Construction: \_\_\_\_\_

Estimated Cost of Proposed Construction: \$ \_\_\_\_\_

---

I, the applicant, agree that I have read and understand this document and that all the information provided is true and factual to the best of my knowledge. I and/or the builder will adhere to the approved plans and comply with the Code of the Town of Greenwood. Upon completion of the work described, I will provide all documentation requested by the Town Official so that a final inspection by the Town can be completed. A Certificate of Zoning Compliance will be issued by the Town of Greenwood if the work is in compliance with the Town Code. Failure to obtain a Certificate of Zoning Compliance from the Town of Greenwood is a violation of Article XIII; Section 14.3,4 of the Town Code and subject to penalties. I agree to repair or pay the reasonable cost of repair to any public or private property damaged in the course of the work hereby authorized.

*CONSTRUCTION HOURS: 7 am. – 9:00 pm*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**This Section to be completed by Greenwood Town Official**

MONIES OWED: \_\_\_\_\_ (to be paid in full prior to issuance of Permit)

PARCEL: Zoned \_\_\_\_\_ In Flood Zone \_\_\_\_\_ Wetlands on Site \_\_\_\_\_

Elevation Certificate Needed \_\_\_\_\_ As Built/Final Location Survey Needed: \_\_\_\_\_

Planning & Zoning / Board of Adjustment \_\_\_\_\_ CO \_\_\_\_\_

Approved by: \_\_\_\_\_ (Town Official) Date: \_\_\_\_\_

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

\* ZCC- Zoning Compliance Certificate