

Town of Greenwood  
Building Permit Checklist for Applicants  
Ordinance A-2

1. Residents must complete & submit a Building Permit Application (avail. at Town Hall during lobby hours or online at [www.greenwood.delaware.gov](http://www.greenwood.delaware.gov) under Government/Forms. Cannot submit online at this time.
2. Need a copy of a site plan. For some builds, a hand-drawn site plan with measurements, etc. will be accepted but then must be staked for review by the Greenwood Code Enforcement Officer prior to issuance of the permit.
3. Need 3 sets of detailed plans.
4. Need the applicable fee as follows. Payable by check or money order online at our website [www.greenwood.delaware.gov](http://www.greenwood.delaware.gov) under Online Payments; drop down to “Miscellaneous”; type “Building Permit” as invoice and description:
  - \$100.00 for new construction
  - \$50 for all other builds
5. Documents listed in # 1 – 4 above can either be dropped off at Town Hall during lobby hours or in the drop box on the east side of the Town Hall building.
6. Town Hall will check to see if the building permit address is in the flood zone. If inside the flood zone, then a stamped elevation certificate from their surveyor must be provided by applicant prior to issuing a permit.
7. Applicant/resident cannot owe any outstanding monies to the Town (ex. past due taxes, etc.) prior to issuing a permit.
8. Once all paperwork is verified and fee paid, Town Hall will issue a Building Permit poster for the applicant to pick up at Town Hall. Said poster is to be placed at the building site in plain view.

**NOTES:**

- **Builder named on application must have a current Greenwood Business License.**
- **Permit is valid for one (1) year from the date of issuance.**