

Town of Henlopen Acres

104 Tidewaters
Henlopen Acres, DE 19971

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RULES AND REGULATIONS FOR CONDUCTING BUSINESS (10/01/19)

1. All persons, corporations and firms, engaged for profit in selling any and all merchandise and/or providing services, facilities or food service, and/or given commodities, including realtors/agents that list, show or sell homes or lots are required to obtain a Town of Henlopen Acres Business License. Licenses issued are for the calendar year and will not be pro-rated. **Please see application for the fee applicable to your organization. Failure to obtain a business license will subject your business to fine and possible suspension from doing future business in town. Failure to obtain business license prior to start of work will result in an additional fee.**
2. **All contractors and SUBCONTRACTORS** are required to obtain a Town of Henlopen Acres Business License.
3. **Hours: Commercial activity shall be permitted only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday of any week, inclusive. No construction vehicles or equipment permitted in Town prior to 7:45am.** No commercial activity is permitted on any Saturday, Sunday or the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas; except for emergency repairs. **Violations are subject to fine.**
4. **Contractors are responsible for building according to the plans approved and stamped by the town. Any deviation from approved plans will subject the contractor to revocation of business license for up to three years.** License issued shall be subject to suspension, revocation and/or **fine** for violation of the provisions of the Town Codes.
5. Commercial trucks or flat bed trailers can be temporarily parked on the Town property with town permission, or easements or in a driveway during the servicing of a property. **Do not block the paved roadway. Streets and roadway must be kept open for emergency vehicles.**
6. Trailers and vehicles are not to be left overnight. Equipment may not remain on site over weekend.
7. Signs of any kind are **not** permitted. (Real Estate, Construction, etc.)
8. A **building permit** from the Town of Henlopen Acres is needed as follows:
 - a. A general repair does not need a permit.
 - b. For exterior work, including roof replacement; interior work greater than \$1,000.00 or involving electrical and/or plumbing; a building permit is required.
 - c. If the work involves structural renovations, additions, alterations or any exterior change or new construction, a full review will be required by the Environmental Approval Committee. Contact Town Hall for the procedure and application.**For all building permits, notify Town Hall when work is complete.**
9. A building permit may also be required by Sussex County. A copy of the county permit must be submitted to Town Hall.
10. During construction, the Town of Henlopen Acres Building/Zoning Official may require inspections or certifications.
11. The contractor/property owner shall submit a placement and location survey when the foundation is complete. No further construction shall proceed unless and until such survey has been submitted and accepted by the Town.
12. The contractor/property owner shall submit an elevation certificate when the roof has been framed, prior to enclosure, sheathing, papering, or other construction. No further construction shall proceed unless and until such elevation certificate has been submitted and accepted by the Town.
13. **Irrigation systems, swimming pools and geothermal systems** require a private well. These systems are not to be connected to the Town of Henlopen Acres' water system or placed on Town property.
14. **Per Town Code, maximum idle time is five (5) minutes for all vehicles.**