

Building and Inspections Office Procedures

In an effort to protect the Inspections staff from unnecessary social contact **but** prevent a complete work stoppage as it pertains to the building and housing industry during this unprecedented event, the Town of Smyrna Building & Planning Department will continue to perform essential building inspections and rental housing inspections with the following provisions:

1. The determination of what constitutes an essential inspection will be made by the Building & Planning Manager.
2. The property must be open and ready for inspection by 9:00 am on the day the inspection is scheduled to be performed.
3. The property must be vacant, meaning no contractors, subcontractors, builder representatives, etc. are to be present. The inspector will leave notices on site as is customary.

All submissions for building permits, certificates of zoning compliance, variance applications, special exception applications, conditional use applications, site plan approvals, etc. shall be made electronically, including electronic submission of plans.

We apologize for any inconvenience this may cause however these provisions are being taken for the safety and well-being of all the citizens and the staff of the Town of Smyrna. We will continue to re-evaluate these provisions as needed.

As always, please feel free to reach out with any questions you may have.

Sincerely,

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