

Town of Henlopen Acres

104 Tidewaters
Henlopen Acres, DE 19971

302-227-6411
fax: 302-227-3978

RULES AND REGULATIONS FOR CONDUCTING BUSINESS (01/01/2026)

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, 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 the application for the fee applicable to your organization. Failure to obtain a business license prior to start of work will subject your business to a fine and possible suspension from doing future business in town.**
2. **All contractors AND subcontractors** are required to obtain a Town of Henlopen Acres Business License.
3. **Hours: Commercial activity is permitted only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday of any week. No construction vehicles or equipment are permitted in Town prior to 7:45 am.** No commercial activity is permitted on any Saturday, Sunday, or the following holidays: New Year's 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 by the Town. Any deviation from approved plans will subject the contractor to revocation of business license for up to three years.** Licenses issued shall be subject to suspension, revocation and/or **fine** for violation of the provisions of the Town Code.
5. Commercial trucks or flatbed trailers may be temporarily parked on Town property with Town permission, on easements or in a driveway of a contracted property during the servicing of a property. **Do not block the paved roadway. Streets and roadways must be kept open for emergency vehicles. No parking on the street.**
6. **Trailers, vehicles, or equipment may not remain on-site over the 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 prior to receiving a Town building permit.
10. During construction, the Town of Henlopen Acres Zoning Officer may require inspections or certifications.
11. For new construction, 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. For new construction, 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 and swimming pools** require a private well. These systems are not to be connected to the Town of Henlopen Acres' water system or placed on Town property. Contact Town Hall for a well permit application.
14. **Per Town Code, maximum idle time is five (5) minutes for all vehicles.**