

# Opening a Business in Georgetown

The first, **and most critical**, step is to call the Georgetown Planning Department at (302) 856-7391 to schedule a predevelopment meeting, an application can be found on the Town's website. By providing the address and/or tax parcel number of the proposed location the Planning Staff can determine current zoning, permitted uses for the property, and calculate parking requirements.

**If Proposed business:**

1. Is permitted in zoning district,  
AND
2. The parking requirements can be met,  
AND
3. The entrance is on a Town maintained street,  
AND
4. Does not require physical changes to building,  
AND
5. Does not change the Occupancy Classification (as defined by the Office of the State Fire Marshal)

**If Proposed business:**

1. Is permitted in zoning district,  
AND
2. The entrance is on a State maintained street  
AND/OR
3. Requires physical changes to building,  
AND/OR
4. Requires a change of Occupancy Classification (as defined by the Office of the State Fire Marshal)

**If Proposed business:**

1. Is NOT permitted in zoning district,
2. **STOP** and contact the Planning Department for assistance.

Complete Business License Application, Provide building floor plan, and Submit Sign Request

Planning Department will assist in determining what applications/permits must be obtained prior to occupying your location.

Town Review of Applications

Other State/County Agency approval may be required:

- ✓ DeIDOT
- ✓ State Fire Marshal
- ✓ Sussex County Building Code
- ✓ Sussex Conservation District
- ✓ Division of Public Health

Sign Permit Issued

Final Inspection & Certificate of Occupancy Issued

Building Permit Issued & Construction Started

OPEN FOR BUSINESS

Final Inspection(s) & Certificate of Occupancy Issued

Business License Issued

OPEN FOR BUSINESS