



## The Town of Middletown Construction Guide Town of Middletown Zoning Code

- All contractors must be licensed by the Town of Middletown.
- **Please Note:** All communities that have Homeowner Associations (HOA) or Architectural Committees, may require review and approval of any improvements made on the exterior of your home.
- This installation information permit pack is only for those existing or completed properties where replacement or new installation is needed for public walkways. This is possibly due to the walkways are not installed or existing walkways are damaged.
- When adding or expanding an entranceway (driveway entrance/apron or crosswalks), please submit three (3) copies of your plot plan/mortgage survey for zoning approval. Please show the new/extended entrance with measurements of the project and distances to property lines.
- Inspections need to be scheduled with the Town of Middletown by calling 302-378-1171; all requested inspections must be confirmed by 2:30 pm for next day inspection. Please reference your job site building permit number and address. A 2-hour window, 1 hour before or 1 hour after the scheduled time of inspection is permitted for the Town of Middletown Code Officials to arrive to perform the scheduled inspection.
- All work must be completed in accordance with Town of Middletown specifications and requirements. Please see the detail provided with this permit pack for information.
- Please **post permits** on site at all times prior to the beginning of your project. Please have all permits and permit information on site at the time of required inspections. This is to verify placement and construction of the project.
- Please call Miss Utility prior to digging at 1-800-282-8555 or 811.

### Cost of Walkway Permit

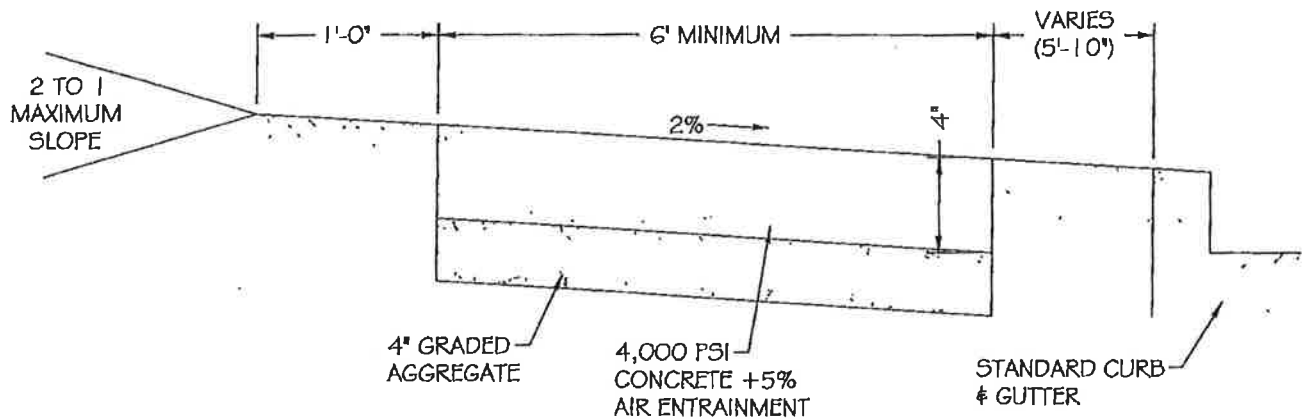
\$100.00 - this includes any zoning or plan detail reviews (if needed) along with the required inspections.

### Inspections Required

(Please call the number above to schedule inspections)


1. **Sidewalk/Apron** – This is prior to pouring of concrete. This inspection is to check that the installation is in accordance with the Town of Middletown requirements.
2. **Final** – This is provided at completion of the job, removal of all forms, backfilling and clean up.

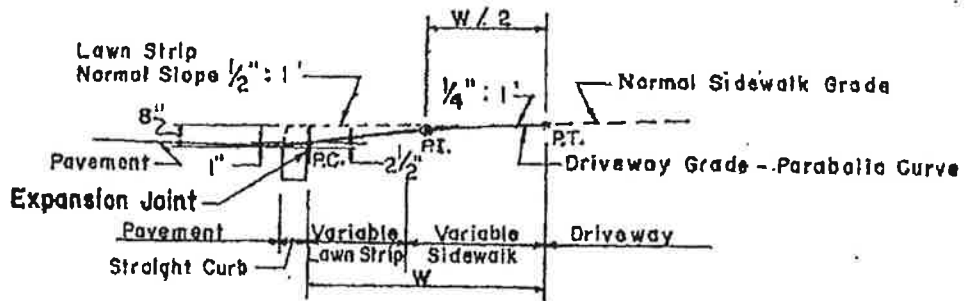
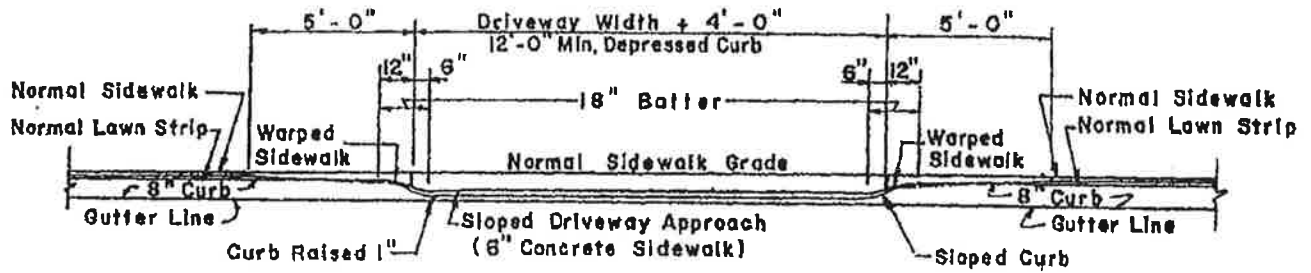
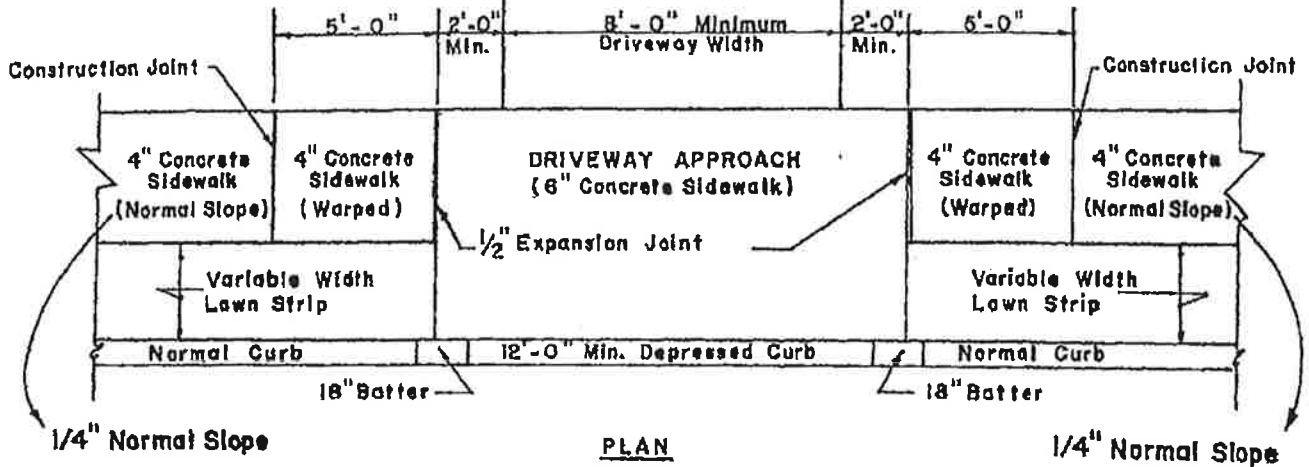
*The following pages are illustrations showing the Town of Middletown specifications of sidewalk, Residential entrance requirements and building permit.*




NOTES:

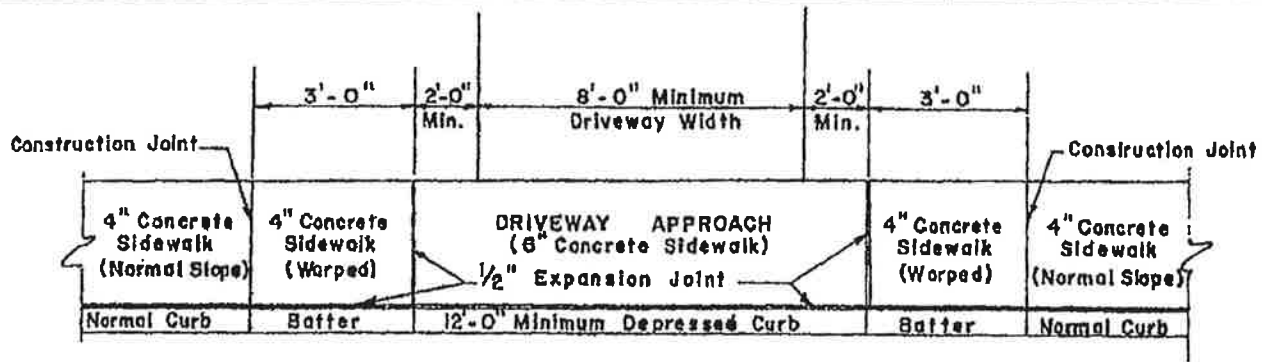
1. TWENTY-EIGHT (28) DAY SPECIFIED COMPRESSIVE STRENGTH FOR CONCRETE MIX @3,500 PSI.
2. ALL SIDEWALK SHALL BE FOUR INCHES (4") MINIMUM THICKNESS, UNLESS OTHERWISE NOTED.
3. SIDEWALK ACROSS DRIVEWAYS AND DRIVEWAY APRONS SHALL BE SIX INCHES (6") MINIMUM THICKNESS, UNLESS OTHERWISE NOTED OVER 6" GABC.
4. SIDEWALKS SHALL HAVE DUMMY JOINTS EVERY FIVE FEET (5') AND SHALL HAVE EXPANSION JOINTS INSTALLED EVERY SIXTEEN FEET (20').
5. A PVC SLEEVE OF FOUR INCHES (4") IN DIAMETER, INSTALLED TO A DEPTH OF A LEAST TWELVE INCHES (12") BELOW FINISHED GRADE AND INTO SOIL, SHALL BE PROVIDED FOR EACH SIGN POST LOCATED WITHIN THE SIDEWALK PRIOR TO INSTALLATION OF CONCRETE MIX.
6. ALL UNPAVED AREAS WITHIN RIGHT-OF-WAY SHALL BE SEEDED AND MULCHED WITH A MINIMUM OF SIX INCHES (6") OF TOP SOIL OR SODDED TO OBTAIN A THICK STAND OF GRASS.

ISSUED	2010	 <p>DEPARTMENT OF PUBLIC WORKS</p>	SIDEWALK
REVISED			ROAD DETAILS
			STANDARD NO. R-2
SOURCE			

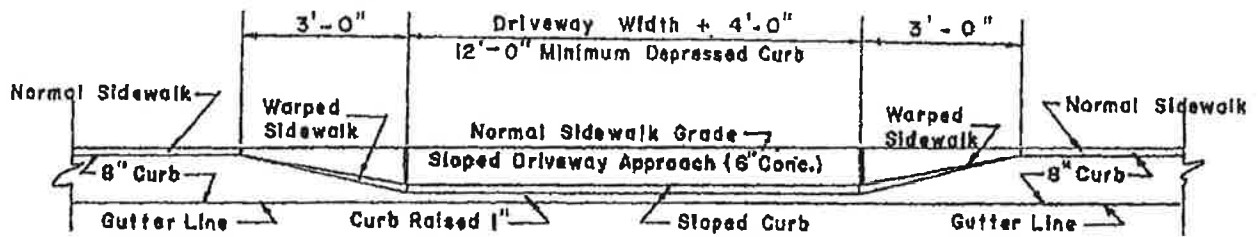


(No Scale)

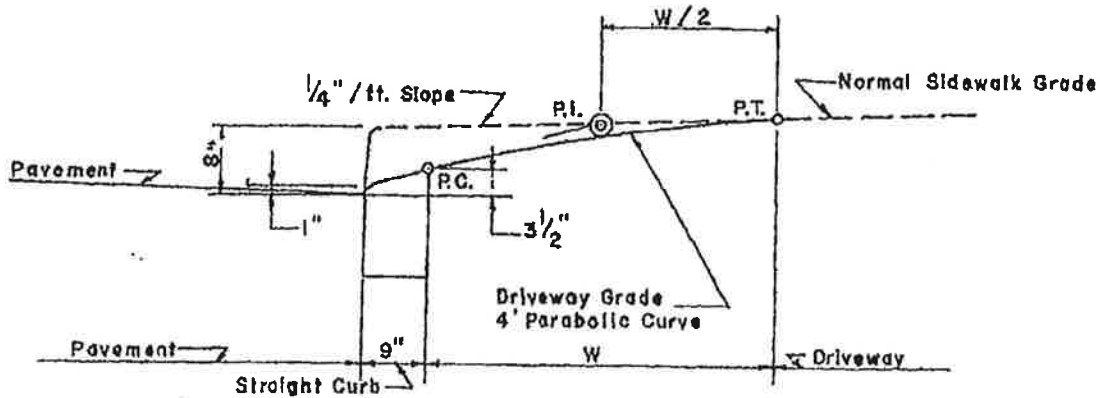
ISSUED	2010	 DEPARTMENT OF PUBLIC WORKS	RESIDENTIAL ENTRANCE (WITH GRASS STRIP)
REVISED			ROAD DETAILS
			STANDARD NO. R-3
SOURCE			



PLAN




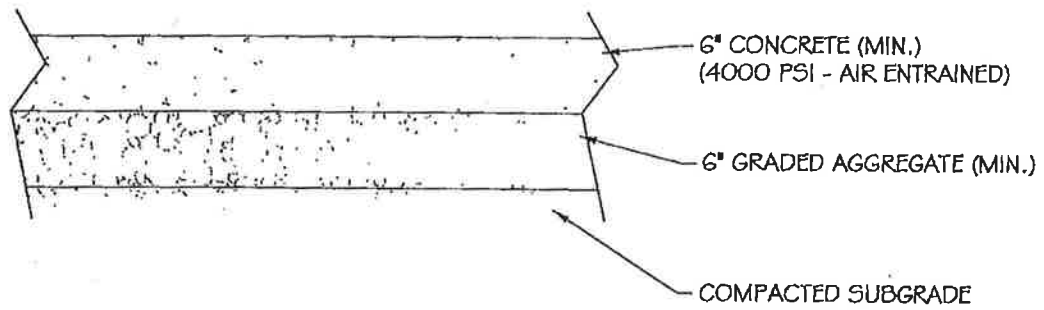
FRONT VIEW




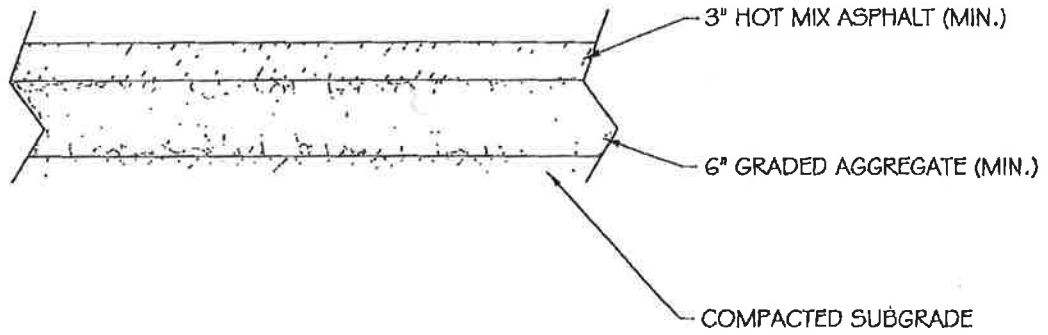
PROFILE OF DRIVEWAY


(No Scale)

ISSUED	2010		RESIDENTIAL ENTRANCE (WITHOUT GRASS STRIP)	
REVISED			ROAD DETAILS	
SOURCE			DEPARTMENT OF PUBLIC WORKS	STANDARD NO. R-4



ISSUED	2010	 DEPARTMENT OF PUBLIC WORKS	RESIDENTIAL DRIVEWAY SECTION (CONCRETE)
REVISED			ROAD DETAILS
			STANDARD NO. R-5
SOURCE			



ISSUED	2010	 <p>DEPARTMENT OF PUBLIC WORKS</p>	RESIDENTIAL DRIVEWAY SECTION (ASPHALT)
REVISED			ROAD DETAILS
			STANDARD NO. R-6
SOURCE			

# Residential Building Permit Application



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709

Phone: (302) 378-1171 Fax: 302-378-5675  
[www.middletown.delaware.gov](http://www.middletown.delaware.gov)  
[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

<b>APPLICANT</b> <i>(Individual Applying For Permit)</i>	
Name: _____	Phone #: _____
Address: _____	Cell #: _____
City, State: _____	Fax #: _____
Zip Code: _____	Email: _____
Applicant's Signature: _____	
<b>PROPERTY INFORMATION</b>	
Parcel Number: _____	Zoning: _____
Street Address: _____	Lot #: _____
Owner's Name: _____	Development: _____
Street Address: _____	Phone #: _____
City, State & Zip: _____	Cell #: _____
<b>CONTRACTOR</b> <span style="float: right;"><b>Middletown Business License #:</b> ____ - ____</span>	
Name: _____	Phone #: _____
Address: _____	Cell #: _____
City & State: _____	Fax #: _____
Zip Code: _____	Email: _____
License Holder's Signature: _____	
<b>TO BE COMPLETED FOR RESIDENTIAL HOME IMPROVEMENTS ONLY</b>	
Description of Job: _____ _____ _____	
Total Square Feet: _____	Cost of Materials: _____
<b>NOTE: Please Allow 10 Business Days For Permits To Be Processed</b>	
<b>FOR OFFICE USE ONLY</b>	
<b>NFIP / FLOOD ZONE EVALUATION:</b>	
Is Property Located in SFHA?    ____ Yes    ____ No	What Zone?    ____ A    ____ AO    ____ AE
Base Flood Elevation: _____	WRPA: _____
Reviewed By: _____	Riparian Buffer: _____
Plan Examiner: _____	Plan Review Fee: _____
Date: _____	Inspection Fee: _____
Application ID #: _____	Permit #: _____    Date: _____