

# NEW COMMERCIAL CONSTRUCTION / TENANT FIT OUT PERMIT PACK



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709-1315  
Phone: 302-378-1171  
Fax: 302-378-5675  
[www.middletown.delaware.gov](http://www.middletown.delaware.gov)  
Permits&Inspections@middletown.delaware.gov

## 2024 International Building Code 2024 International Existing Building Code 2018 International Energy Conservation Code 2021 International Plumbing Code 2024 International Mechanical Code 2024 International Fuel Gas Code Town of Middletown Zoning Code Code of the Town of Middletown 2021 Delaware State Fire Prevention Regulations

The following steps are required to be followed for permit applications for any commercial property owner or authorized agent who intends to construct, including but not limited to on site stick built accessory structures, enlarge, alter, repair, move, place demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, covert or replace any gas, mechanical or plumbing system, the installation of which is regulated by code or to cause any such work to be done, shall first make application to the Licensing and Inspection Department and obtain the required permit.

1. Make application with the State Fire Marshal's office for approval. Please utilize this link for the particular State Fire Marshal Permit needed:

<https://statefiremarshal.delaware.gov/plan-review-and-inspections/plan-review/building-plan-submittals/>

State of Delaware Fire Marshal  
New Castle County  
Delaware Fire Service Center  
2307 MacArthur Road  
New Castle, DE 19720-2426

Telephone Number 1-302-323-5365  
Fax Number 1-302-323-5366

Please feel free to contact the State Fire Marshal's office to understand all rules, regulations and requirements for application, documents needed for their review or inspections.

2. Make application with the Town of Middletown providing the following:

- A. Copy of the State Fire Marshal's approval and all applicable information.
- B. 3 copies of construction drawings: floor plan, elevation, mechanical, plumbing and any applicable plans or information needed for the project.
- C. Building, Plumbing and Mechanical (HVAC), permits filled out, (included in the permit pack).
- D. Zoning Compliance Form, (included in the permit pack).
- E. Commercial Permit Impact Fee Review, (included in the permit pack), this is to be filled out by the business owner.
- F. Sign Permit, (Included in the permit pack).
- G. Business License Application, (included in the permit pack). Please Note; **all contractors** must be licensed by the Town of Middletown.
- H. If submitting an ownership change, a bill of sale must also be included with the application.

All electrical work is state regulated. Please follow all rules and regulations for electrical installation. Visit the State of Delaware website at DPR.DELAWARE.GOV and click or search, Board of Electrical Examiners for electric permit information.

Please remember prior to any digging call Miss Utility at 1-800-282-8555 or 811.

Please feel free to contact the Town of Middletown Inspection Department with any questions by calling or emailing us from the information provided above.

# Commercial Building Permit Application



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Middletown, DE 19709

Phone: (302) 378-1171 Fax: 302-378-5675

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[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

## APPLICANT (Individual Applying For Permit)

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Cell #: \_\_\_\_\_

City, State: \_\_\_\_\_

Fax #: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

## PROPERTY INFORMATION

Parcel Number: \_\_\_\_\_

Zoning: \_\_\_\_\_

Street Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Development: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Cell #: \_\_\_\_\_

## CONTRACTOR

**Middletown Business License #:** \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Cell #: \_\_\_\_\_

City & State: \_\_\_\_\_

Fax #: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**License Holder's Signature:** \_\_\_\_\_

## TO BE COMPLETED FOR COMMERCIAL CONSTRUCTION & TENANT FIT OUTS ONLY

Description of Job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Business: \_\_\_\_\_ Type of Business: \_\_\_\_\_

New Construction: \_\_\_\_\_ Renovation: \_\_\_\_\_ Tenant Fit Out: \_\_\_\_\_

Total Square Feet: \_\_\_\_\_ Cost of Materials: \_\_\_\_\_

**NOTE: Please Allow 10 Business Days For Permits To Be Processed**

## FOR OFFICE USE ONLY

### NFIP / FLOOD ZONE EVALUATION:

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: \_\_\_\_\_

# HVAC Permit Application



The Mayor & Council of Middletown

19 West Green Street

Middletown, DE 19709

Phone: (302) 378-1171 Fax: 302-378-5675

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[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

<b>JOB LOCATION:</b>		DATE: _____
Tax Parcel # _____ - _____ - _____		Lot _____ Bldg. _____ Suite _____
Street No.: _____ Street: _____		Section: _____ Code _____
<b>APPLICANT</b> (Individual Applying For Permit)		
Name: _____		Phone #: _____
Address: _____		Cell #: _____
City, State: _____		Fax #: _____
Zip Code: _____		Email: _____
<b>Applicant's Signature:</b> _____		
<b>PROPERTY INFORMATION</b>		
Name: _____		Phone #: _____
Address: _____		Cell #: _____
City, State: _____		Fax #: _____
Zip Code: _____		Email: _____
<b>CONTRACTOR</b>	<b>Middletown Business License #:</b> _____ - _____	
Name: _____		Phone #: _____
Address: _____		Cell #: _____
City, State: _____		Fax #: _____
Zip Code: _____		Email: _____
<b>License Holder's Signature:</b> _____		<b>License Holder's State License #:</b> _____
<b>IMPORTANT NOTICE:</b> It is the responsibility of the Licensed Contractor to contact this office for all required inspections, including the Final Inspection. Failure to do so may result in penalties being instituted against your license.		
<b>ALL APPLICABLE INFORMATION MUST BE FILLED OUT</b>		
BUILDING PERMIT NO.: _____		NEW INSTALLATION <input type="checkbox"/> RENOVATION <input type="checkbox"/>
<input type="checkbox"/> HVAC System		<input type="checkbox"/> Duct Installation Only <input type="checkbox"/> Gas Test
<b>DESCRIPTION OF JOB:</b> _____		
<b>HEATING UNIT INFORMATION</b>		<b>COOLING UNIT INFORMATION</b>
Make _____ Model # _____		Make _____ Model # _____
System Type _____		EER or SEER _____ Tonnage _____
Fuel Source _____ AFUE _____		Termination of Condensate _____
Chimney/Vent Type _____		_____
[ <input type="checkbox"/> ] New metal liner to be installed		_____
<b>FOR NEW INSTALLATIONS</b> , please include three (3) copies of duct layout drawings, [including location of unit(s), CFM per room, location and size of registers and location of thermostat] gas piping layout and sizing (if applicable) and heating/cooling load computations.		
<b>***** NOTE *****</b> All oil to gas conversions require cleaning of the existing chimney		<b>Cost of Materials:</b> _____
<b>VALIDATION</b>		<b>OFFICE USE ONLY</b>
Plan Examiner: _____ Date: _____		Plan Review Fee: _____ Inspection Fee: _____
Application ID #: _____		Permit No.: _____ Date: _____

# Plumbing Permit Application



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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>JOB LOCATION:</b>		DATE: _____		
Tax Parcel # _____ - _____ - _____ [ _____ ]		Lot _____	Bldg. _____	Suite _____
Street No.: _____ Street: _____		Section: _____		Code _____
<b>APPLICANT</b> (Individual Applying For Permit)				
Name: _____		Phone #: _____		
Address: _____		Cell #: _____		
City, State: _____		Fax #: _____		
Zip Code: _____		Email: _____		
<b>Applicant's Signature:</b> _____				
<b>PROPERTY INFORMATION</b>				
Name: _____		Phone #: _____		
Address: _____		Cell #: _____		
City, State: _____		Fax #: _____		
Zip Code: _____		Email: _____		
<b>CONTRACTOR</b>	<b>Middletown Business License #:</b> _____ - _____ - _____			
Name: _____		Phone #: _____		
Address: _____		Cell #: _____		
City, State: _____		Fax #: _____		
Zip Code: _____		Email: _____		
<b>License Holder's Signature:</b> _____		<b>License Holder's State License #:</b> _____		
<b>IMPORTANT NOTICE:</b> It is the responsibility of the Licensed Contractor to contact this office for all required inspections, including the Final Inspection. Failure to do so may result in penalties being instituted against your license.				
<b>ALL APPLICABLE INFORMATION MUST BE FILLED OUT</b>				
BUILDING PERMIT NO.: _____		NEW INSTALLATION	RENOVATION	_____
_____ Residential		Commercial	_____	Other
<b>DESCRIPTION OF JOB:</b> _____				
Size of building drain _____		Size of soil stack _____		
Size of building sewer _____		Size of stack vent _____		
Distance between sewer lateral and building _____				
Source of water supply: Public supply _____		Private well _____		
Water Heater: Size _____ gallons		Make _____	Model # _____	Fuel Source _____
<b>FOR NEW INSTALLATIONS, PLEASE INCLUDE THREE (3) COPIES OF DRAIN/WASTE/VENT DRAWINGS</b>				
Number of fixtures _____		<b>Cost of Materials:</b> _____		
Number of water heaters _____				
Number of sewer laterals _____				
Number of water services _____				
Number of gas inspections _____				
<b>VALIDATION</b>		<b>OFFICE USE ONLY</b>		
Plan Examiner: _____ Date: _____		Plan Review Fee: _____ Inspection Fee: _____		
Application ID #: _____		Permit No.: _____ Date: _____		

# Zoning Compliance Application



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709  
Phone: (302) 378-1171  
Fax: 302-378-5672  
[www.middletown.delaware.gov](http://www.middletown.delaware.gov)

**Please PRINT CLEARLY. Allow a minimum of two (2) weeks for response.**

## APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

*Applicant's Signature:* \_\_\_\_\_

## PROPERTY INFORMATION

Parcel Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_

Zoning: \_\_\_\_\_  
Lot #: \_\_\_\_\_  
Development: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

## PROPOSED BUSINESS OWNER'S INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

*Proposed Business Owner's Signature:* \_\_\_\_\_

## TO BE COMPLETED ON PROPOSED BUSINESS

Proposed Business Name: \_\_\_\_\_ No. of Employees: \_\_\_\_\_  
Address of Proposed Business: \_\_\_\_\_  
Name of Shopping Center: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Square Footage of Building or Space to be Used: \_\_\_\_\_  
Proposed Parking Location and Number of Spaces: \_\_\_\_\_  
*Detailed Description of Business:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TO BE COMPLETED BY TOWN OF MIDDLETOWN

Use Approved  Needs Conditional Use Approval  
 O.K. to issue Building/Fit-Out Permit  Variance(s) Required

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Town of Middletown

**NOTE:** This approval only verifies Zoning Compliance. Additional approvals such as Parking, Division of Public Health, Fire Marshal, State Licensing, etc. may be required.

# Sign Permit Instructions



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)

Submit your sign permit application along with the following information to the Permits Department. (includes any signage i.e.: wall, ground, hanging, pylon, window and awning signs etc.)

1. Scaled site plan showing exact location of installation, distance from property lines, right of way structures, and utilities.
2. Photograph of location of proposal of sign(s) placement.
3. **Sign Specifications:**
  - a. Size
  - b. Height
  - c. Style
  - d. Type (Temporary or Permanent)
  - e. No. of Sides (One-sided or Two-sided)
  - f. Footer Detail (Inspection required)
  - g. Lighting Electrical (if applicable Inspection required)
  - h. Final (Inspection required)
4. A picture or artist's rendition showing lettering, design and color(s), etc.
5. A signed letter from the property owner granting permission to install the sign(s) on the property owner's building/property.
6. Miss Utility verification submitted before you dig (required for monument signs, pylon signs, and excavation). Must provide ticket showing completed marking.

## **Sign Fee:**

\$0.50 per square foot with a minimum fee of \$35.00 per side/per sign

Prior to installation of the sign(s), a sign permit application must be submitted and approved by the Town, applicable fees paid in full and a permit issued.

**\*\* Call Miss Utility at 811 or 1-800-282-8555 prior to any digging \*\***

## **Required Inspections:**

There are two required inspections by the Town of Middletown for sign permits; footer, third party electrical sign off (if applicable), and final. Please remember that all electrical work is State regulated. Please follow all rules and regulations regarding electrical work and its installation. Visit DRP.DELAWARE.GOV and click on Board of Electrical Examiners for electrical permit regulations or questions.

Please contact the Permits Department at 302-378-1171 or [permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

# Sign Permit Application



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19 West Green Street

Middletown, DE 19709

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[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

**Tax Parcel No.:** \_\_\_\_\_

## JOB LOCATION

Street No.: \_\_\_\_\_ Street: \_\_\_\_\_ Suite: \_\_\_\_\_ Bldg.: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

## APPLICANT (Individual Applying For Permit)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

*Applicant's Signature:* \_\_\_\_\_

## PROPERTY OWNER'S INFORMATION

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

## CONTRACTOR

Middletown Business License #: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email: \_\_\_\_\_

*License Holder's Signature:* \_\_\_\_\_

## SIGN INFORMATION

SIGN #1	Wall	Ground	Other	FEE:
	Dimensions	x	Height	PERMIT NO.:
	Sq. Ft.:	# SIDES:	1-Sided      2-Sided	ISSUE DATE:
	TYPE:	Permanent      Temporary		
	Text:			
SIGN #2	Wall	Ground	Other	FEE:
	Dimensions	x	Height	PERMIT NO.:
	Sq. Ft.:	# SIDES:	1-Sided      2-Sided	ISSUE DATE:
	TYPE:	Permanent      Temporary		
	Text:			
SIGN #3	Wall	Ground	Other	FEE:
	Dimensions	x	Height	PERMIT NO.:
	Sq. Ft.:	# SIDES:	1-Sided      2-Sided	ISSUE DATE:
	TYPE:	Permanent      Temporary		
	Text:			

**NOTE: Please Allow 10 Business Days For Permits To Be Processed**

## FOR OFFICE USE ONLY

Plan Examiner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application ID #: \_\_\_\_\_

# Temporary Construction/Office Trailer Application



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 19 West Green Street  
 Middletown, DE 19709-1315  
 Phone: 302-378-1171  
 Fax: 302-378-5675  
[www.middletown.delaware.gov](http://www.middletown.delaware.gov)  
 Permits&inspections@middletown.delaware.gov

TAX PARCEL No.				-				.		-					
<b>PROJECT INFORMATION</b>															
Bldg. Permit #:		Start Date:				Completion Date:									
Project Name															
Address								Suite	Bldg.						
Lot #		Subdivision:													
<b>IDENTIFICATION</b>															
<b>APPLICANT</b>		Name				Phone									
		Address				Fax									
		City, State				Cell									
		Zip				E-Mail									
		<b>PROPERTY OWNER</b>		Name				Phone							
		Address				Fax									
		City, State				Cell									
		Zip				E-Mail									
		<b>TRAILER SUPPLIER</b>		Name				Phone							
BL # _____		Address				Fax									
		City, State				Cell									
		Zip				E-Mail									
		Applicant's Signature:						Date:							
		<b>TRAILER INFORMATION</b>													
<b>Trailer #1</b>		<input type="checkbox"/> Construction			<input type="checkbox"/> Office			<input type="checkbox"/> Other							
		Dimensions: _____ (width) x _____ (length)													
<b>Trailer #2</b>		<input type="checkbox"/> Construction			<input type="checkbox"/> Office			<input type="checkbox"/> Other							
		Dimensions: _____ (width) x _____ (length)													
<b>ADDITIONAL REQUIRED INFORMATION</b>															
<ol style="list-style-type: none"> <li><b>1. State Fire Marshal's approval.</b></li> <li><b>2. Plot plan showing location of trailer.</b></li> <li><b>3. Sign permit for temporary signage during construction of project.</b></li> </ol>															
<b>APPROVAL RECORD (Office Use Only)</b>															
Reviewer's Signature:								Date:							

# WATER METER APPLICATION FORM



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709-1315  
Phone: 302-378-5142 Fax: 302-449-2148  
[www.middletown.delaware.gov](http://www.middletown.delaware.gov)  
[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

## WATER METER APPLICATION FORM

Date \_\_\_\_\_

COMMERCIAL

RESIDENTIAL

### APPLICANT'S INFORMATION

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

### METER LOCATION AND SIZE

Meter Size Requested: \_\_\_\_\_  
(Please notify the Water Department with meter size as soon as possible to check availability.)

Service Location / Address: \_\_\_\_\_

Business Name or Residential Development: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_

The Town of Middletown charges for the replacement of all damaged water meters and electronic radio transmitters (effective April 1, 2017). Additionally, the Town of Middletown will handle the installation of ALL residential water meters. For more information or to schedule your meter installation, please contact Middletown Public Works at 302-378-2211.

The Town recommends that all water meters not installed by the Town are installed by a licensed professional. The Town will not replace damaged water meters or transmitters free of charge.

If you feel you have a damaged meter, please contact the Town of Middletown's Water Department to make an appointment for an inspection. **NOTE:** You have thirty (30) days from the date of purchase of the meter to make a damage claim. After 30 days, the meter becomes the responsibility of the purchaser.

\*\*\*\*\* **INTERNAL OFFICE USE** \*\*\*\*\*

METER SIZE \_\_\_\_\_

COST OF METER \_\_\_\_\_

SIGNATURE OF TOWN REP \_\_\_\_\_

DATE \_\_\_\_\_

# **ORDINANCE 14-11-01**

## **AN ORDINANCE TO AMEND CHAPTER 1 OF THE TOWN OF MIDDLETOWN CODE OF ORDINANCES TO ADOPT AN ARTICLE II, 'ENFORCEMENT OF OBLIGATIONS TO THE TOWN OF MIDDLETOWN'**

**Introduced:** November 3, 2014

**Approved:** December 1, 2014

**WHEREAS**, the Town of Middletown desires to adopt a "Clean Hands" Ordinance to ensure that all obligations owed to the Town of Middletown are current in order for anyone to receive town services, utilities, permits, licenses, or approvals.

**BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF  
MIDDLETOWN** (a majority of the members elected thereto concurring therein):

**Section 1.** That the Town of Middletown, Delaware, Code of Ordinances, Chapter 1, is hereby amended by adding therein:

### **"Article II: Enforcement of Town of Middletown Obligations**

#### **§ 1-12 Review of Town of Middletown obligations prior to issuance of any town services, utilities, permits, licenses or approvals.**

Prior to the issuance of any town services, utilities, permits, licenses or approvals, all outstanding payments owed to the Town of Middletown and/or outstanding violations of the Town of Middletown Code of Ordinances shall be paid in full or resolved in full.

#### **§ 1-13 Obligations which must be current.**

Applicants for town services, utilities, permits, licenses or approvals shall be current on all of the following obligations to the Town of Middletown, prior to receiving such approvals:

- (1) Property taxes/transfer taxes.
- (2) Water, sewer and electric fees and/or usage charges.
- (3) Trash fees.
- (4) Application fees.

- (5) Permit fees, including building permits, plan review and inspection fees.
- (6) Costs associated with any work performed by Town of Middletown employees in association with the violation of an ordinance.
- (7) Interest, penalties, fines, court costs and attorney's fees associated with any of the above listed obligations.
- (8) Documented code violations.
- (9) Miscellaneous charges and fees.

#### **§ 1-14 Enforcement.**

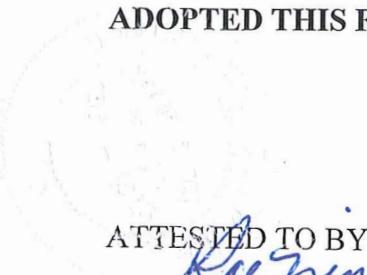
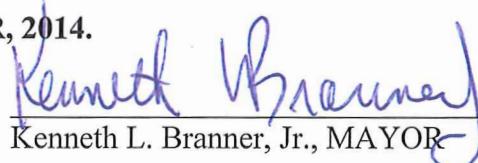
The Town of Middletown department responsible for approving an applicant's request for any town services, utilities, permits, licenses or approvals shall have the responsibility to determine if the applicant is delinquent on any town obligations outlined in section 1-13. Upon the discovery of any outstanding obligations, the department supervisor shall notify the applicant that the request cannot be processed until the outstanding obligation is satisfied in full. Within ten (10) calendar days, the department supervisor shall provide the applicant with the reason for the denial in writing.

#### **§ 1-15 Appeals.**

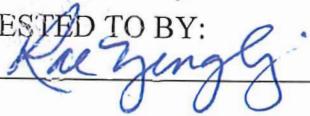
Any person, business, or entity that has been denied a request for any town service, utility, permit, license or approval may appeal that denial with a request for review to the Mayor and Council of Middletown within twenty (20) calendar days after receipt of such denial. All requests for an appeal shall be in writing. The Mayor and Council shall thereafter hold a public hearing to offer the applicant an opportunity to provide evidence supporting their appeal."

**BE IT FURTHER ORDAINED** that this ordinance shall be effective upon adoption.

**ADOPTED THIS FIRST DAY OF DECEMBER, 2014.**

  
  
Kenneth L. Branner, Jr., MAYOR

ATTESTED TO BY:



Witness, Town of Middletown

# Commercial Permit Impact Fee Review



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)

## APPLICANT INFORMATION

Proposed Business Name: _____	Date: _____
Subdivision: _____	Suite #: _____
Business Address: _____	Parcel #: _____
<b>Applicant's Signature:</b> _____	

## PROPERTY INFORMATION

Parcel #: _____	Zoning: _____
Street Address: _____	Lot #: _____
Owner's Name: _____	Development: _____
Street Address: _____	Phone #: _____
City State & Zip: _____	Cell #: _____

## PROPOSED BUSINESS OWNER'S INFORMATION

Proposed Business Name: _____	Phone #: _____
Subdivision: _____	Cell #: _____
Business Address: _____	Fax: _____
<b>Proposed Business Owner's Signature:</b> _____	

New Construction: _____	Tenant Fit Out: _____	Renovation: _____	Sq Ft: _____
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RETAIL       OFFICE       RESTAURANT       SALON/BARBER       OTHER \_\_\_\_\_

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TO BE COMPLETED BY TOWN OF MIDDLETOWN (Office Use Only)

Comments: _____ _____ _____
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### DDD AMOUNTS (If Applicable)

			AMOUNT	Fee (100%)	Discount (75%)	Amt Invoiced (25%)
Sewer Impact Fee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$ _____	
Electric Connection Fee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Water Connection Fee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

# Application for Business License



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709-1315  
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)

The undersigned applicant, being duly authorized by law to practice, conduct, pursue or carry on the business of

hereby makes application in accordance with an Ordinance of the Town of Middletown for a business license for the period ending December 31, 20 \_\_\_\_ and submits herein the following information:

1. Applicant's Name & Title: \_\_\_\_\_
2. Trade Name of Business: \_\_\_\_\_
3. Mailing Address for License: \_\_\_\_\_  
Street \_\_\_\_\_ P.O. Box # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
4. Business Phone & Fax Numbers: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_
5. Physical Address of Business: \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
6. Nature of Business: \_\_\_\_\_
7. State Business License Nos: \_\_\_\_\_  
(If Applicable) \_\_\_\_\_ State # \_\_\_\_\_ Electrical # \_\_\_\_\_ Plumbing # \_\_\_\_\_ HVAC # \_\_\_\_\_
8. **NAICS Code:** \_\_\_\_\_ (2-6 digit code found on your IRS Tax Return or by visiting <http://www.naics.com/search>)  
**\*\* PLEASE ALSO SEE THE ATTACHED NAICS CHART FOR ASSISTANCE – MINIMUM LICENSE FEE: \$135.00\*\***
9. The undersigned applicant further states that he has complied and will continue to comply with all the Ordinances of the Town of Middletown.  Yes  No

\_\_\_\_\_  
Signature of Applicant or Corporate Officer

\_\_\_\_\_  
Home Address of Applicant or Corporate Officer

\_\_\_\_\_  
Print Name Plainly Here

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

**MAKE CHECK PAYABLE TO: TOWN OF MIDDLETOWN**

**MAIL TO:** Town of Middletown  
Department of Licensing  
19 West Green Street  
Middletown, DE 19709-1315

**CHART B: BUSINESS LICENSE CLASS SCHEDULE BY NAICS CODE-2026**

NAICS SECTOR/SUBSECTOR	INDUSTRY SECTOR	RATE CLASS	FEE (RESIDENT)
11	AGRICULTURE, FORESTRY, HUNTING & FISHING	2	\$135
21	MINING, QUARRYING, OIL & GAS EXTRACTION	3	\$275
22	UTILITIES	1	\$135
23	CONSTRUCTION	8	\$135
31-33	MANUFACTURING	GROSS RECEIPTS	SECT. 45-21
42	WHOLESALE TRADE	GROSS RECEIPTS	SECT. 45-22
44-45	RETAIL TRADE	GROSS RECEIPTS	SECT. 45-23
48-49	TRANSPORTATION & WAREHOUSING	1	\$135
4931	WAREHOUSING & STORAGE	GROSS RECEIPTS	SECT. 45-21
51	INFORMATION	2	\$135
515	BROADCASTING (EXCEPT INTERNET) & TELECOMMUNICATIONS	2	\$135
52	FINANCE & INSURANCE	4	\$275
524	INSURANCE AGENTS, BROKERS & RELATED ACTIVITIES	1	\$135
53	REAL ESTATE & RENTAL & LEASING	7	\$135
5311	LESSORS OF RESIDENTIAL BUILDINGS & DWELLINGS	7	\$135
531190	MANUFACTURE HOME PARK	6	\$5.50 PER SPACE
54	PROFESSIONAL, SCIENTIFIC & TECHNICAL SERVICES	3	\$275
55	MANAGEMENT OF COMPANIES	4	\$275
56	ADMINISTRATIVE & SUPPORT & WASTE MANAGEMENT & REMEDIATION SERVICES	2	\$135
61	EDUCATIONAL SERVICES	2	\$135
62	HEALTH CARE & SOCIAL ASSISTANCE	3	\$275
621	AMBULATORY HEALTH CARE SERVICES	3	\$275
623	NURSING & RESIDENTIAL CARE FACILITIES	3	\$275
6244	DAYCARE CENTERS (7 CHILDREN OR MORE)	5	\$275
6244	DAYCARE HOMES	1	\$135
71	ARTS, ENTERAINMENT & RECREATION	2	\$135
72	ACCOMMODATION & FOOD SERVICES	GROSS RECEIPTS	SECT. 45-21
722330	FOOD TRUCK		\$135
7211	TRAVEL ACCOMMODATIONS	6	\$5.50 PER SPACE
81	OTHER SERVICES	2	\$135
8121	PERSONAL CARE SERVICES (2 OR FEWER)	1	\$135
8121	PERSONAL CARE SERVICES (3 OR FEWER)	5	\$275