

New Residential Submittal 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
permits&inspections@middletown.delaware.gov

Code Compliance:

Town of Middletown adopted the latest building codes on June 2nd 2025.

All submissions are to be in compliance with the following:

2024 International Residential Code (IRC) with amendments

2018 International Energy Conservation Code (IECC)

2021 International Plumbing Code (IPC) with amendments

2024 International Mechanical Code (IMC)

2024 International Existing Building Code (IEBC)

2024 International Fuel Gas Code (IFGC)

Code of the Town of Middletown

Permit Submissions:

For Model Homes:

- Each Model Home proposed needs to be submitted for individual review with Building permit applications.
- Two (2) sets- 24x36 or larger and one (1) electronic set of construction drawings of the proposed model home are required to be submitted. Plans shall show compliance with the following code sections: 2024 International Residential Code (IRC) Section R602.10 showing the braced wall lines, the adopted International Energy Conservation Code (IECC) Section R105.2 for information and IECC Section R105.3 for the thermal envelope depiction.
- Where a building of otherwise conventional construction contains elements exceeding the limits of the IRC 2024 Section R301, shall be designed in accordance with accepted engineering practice and sealed by an Architect.
- Plans shall include compliance to the adopted Energy Code by prescriptive or an accepted performance alternative.
- Plans shall include a complete submittal for the HVAC system including Manual J, Manual S and a duct layout for the “worst case” showing all options.
- Plans shall include a complete submittal for the plumbing system including drain waste and vent piping size either isometric or diagrammatic and include the water heater size and efficiency.
- A radon-resistant construction method is required to reduce radon gas infiltration in new homes in accordance with IRC 2024 Appendix BE. Where radon-resistant construction is required, radon testing shall be as specified in IRC 2024 Section BE104.
- A complete fire sprinkler plan in compliance with IRC 2024 Section 2904 or NFPA 13D 2022.
- Any changes made in design during the review process needs to be addressed and brought in attention to the Plan Reviewer. Updated plans with revision clouds and a letter addressing the change needs to be provided. The timeline will vary depending on the amount of changes made.

Applications required:

All applications are available in office or online website: <https://www.middletown.delaware.gov>

- Residential Building, Plumbing and Mechanical (HVAC) Permit Application
- Zoning Compliance Form

Revisions:

- Plan Reviewer(s) will provide letter for any project comments.
- Revision submittals needs to include Two (2) sets- 24x36 or larger, one (1) electronic set of construction drawings and a comment response letter addressing each comment with respective sheet numbers. Revision cloud and notation for each change on the plans are required for clarity.

Cost of Permits for Model Homes

Plan Review of \$200.00 each Model Home + Inspection Fees + Utility fees + Permit Application Fees (additional fees may apply, see permit clerks for additional information).

Please Note: Fees must be paid in full at the time of permit pickup. Plan review revisions may be subject to additional fees.

For Each Lot:

- Each lot submission is required to have Building, Plumbing and HVAC permit applications.
- The Building permit application shall show all the sealed lines and grades plan for the lot, major options, model name, elevations and sq.ft. chosen by the homeowner/developer. One (1) paper set and one (1) electronic set are to be submitted.
- Any additional options (decks, patio, solar etc.) *not approved* in the initial model home review needs a separate permit application as per Town of Middletown guidelines.
- When submitting for compliance with the energy code, submit compliance under the prescribed code and IECC Section R101 or a report from an accepted performance alternative under Section 102.
- A radon-resistant construction method is required to reduce radon gas infiltration in new homes in accordance with IRC 2024 Appendix BE. Where radon-resistant construction is required, radon testing shall be as specified in IRC 2024 Section BE104.
- A complete fire sprinkler plan in compliance with IRC 2024 Section 2904 or NFPA 13D 2022.

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Cost of Permits for Each Lot

In accordance with the fee schedule.

Please Note: Fees must be paid in full at the time of permit pickup. Plan review revisions may be subject to additional fees.

Change of Contractor:

- A letter stating the change and a new application noting the new contractor needs to be provide when a contractor or a sub-contractor is changed at *any stage of the project*. (Additional documents may be required based on project type.)

New Residential Home Building Permit Application



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| APPLICANT <i>(Individual Applying For Permit)</i> | |
|---|----------------|
| 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 NEW RESIDENTIAL CONSTRUCTION ONLY | | | |
|---|------------------------------|----------------------------------|--------------------------------|
| New Residential Home: | Single _____ Condos _____ | Duplex _____ Apartments _____ | Townhouse _____ Other _____ |
| Model Type: _____ | Elevation: _____ | | |
| Options: | 1. _____ | 4. _____ | 7. _____ |
| | 2. _____ | 5. _____ | 8. _____ |
| | 3. _____ | 6. _____ | 9. _____ |

| PERMIT VALUATION COMPUTATION | | | |
|------------------------------|---------------------------------|---------|------------------------------|
| ITEM | AMOUNT | SQ. FT. | VALUE |
| Gross Living Area | \$30 / Sq. Ft. | _____ | _____ |
| Finished Basement Area | \$ 5 / Sq. Ft. | _____ | _____ |
| Storage Basement Area | \$ 5 / Sq. Ft. | _____ | _____ |
| Garage | \$ 7 / Sq. Ft. | _____ | _____ |
| | Validation Total Sq. Ft. | _____ | Total Valuation _____ |

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: _____ |

New Residential Home HVAC & Plumbing Permit Application



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| | | | |
|--|------------------------------|---|-------------------------|
| JOB LOCATION: | | DATE: _____ | |
| Tax Parcel # _____ - _____ . _____ - _____ [_____] | | Lot _____ | Bldg. _____ Suite _____ |
| Street No.: _____ Street Name: _____ | | | |
| Subdivision: _____ | | Section: _____ | Code _____ |
| HVAC CONTRACTOR | | Middletown Business License #: _____ - _____ | |
| Name: _____ | | Phone #: _____ | |
| Address: _____ | | Cell #: _____ | |
| City, State: _____ | | Fax #: _____ | |
| Zip Code: _____ | | Email: _____ | |
| <i>License Holder's Signature:</i> _____ | | <i>License Holder's State License #:</i> _____ | |
| New Installation _____ | | Renovation _____ | |
| _____ HVAC System | _____ Duct Installation Only | _____ Gas Test | |
| DESCRIPTION OF JOB: _____ | | | |
| HEATING UNIT INFORMATION | | COOLING UNIT INFORMATION | |
| Make _____ Model # _____ | | Make _____ Model # _____ | |
| System Type _____ | | EER or SEER _____ Tonnage _____ | |
| Fuel Source _____ AFUE _____ | | Termination of Condensate _____ | |
| Chimney/Vent Type _____ | | _____ | |
| [_____] New metal liner to be installed | | Cost of Materials: _____ | |
| FOR NEW INSTALLATIONS , 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. | | | |
| PLUMBING CONTRACTOR | | Middletown Business License #: _____ - _____ | |
| Name: _____ | | Phone #: _____ | |
| Address: _____ | | Cell #: _____ | |
| City, State: _____ | | Fax #: _____ | |
| Zip Code: _____ | | Email: _____ | |
| <i>License Holder's Signature:</i> _____ | | <i>License Holder's State License #:</i> _____ | |
| DESCRIPTION OF JOB: _____ | | | |
| Size of building drain _____ | | Size of soil stack _____ | |
| Size of building sewer _____ | | Size of stack vent _____ | |
| Distance between sewer lateral and building _____ | | | |
| Water Heater: Size _____ gallons | | Make _____ Model # _____ | |
| Location _____ | | Fuel Source _____ | |
| FOR NEW INSTALLATIONS, PLEASE INCLUDE THREE (3) COPIES OF DRAIN/WASTE/VENT DRAWINGS | | | |
| Number of fixtures _____ | | Number of water services _____ | |
| Number of water heaters _____ | | Number of gas inspections _____ | |
| Number of sewer laterals _____ | | Cost of Materials: _____ | |
| OFFICE USE ONLY | | | |
| Plan Examiner: _____ | | Date: _____ | |
| Plan Review Fee: _____ | | Inspection Fee: _____ | |