

Shed Permit Information 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

2018 International Residential Code 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. Please follow your communities' rules and regulations.
- A building permit is required regardless of the size and type.
- Three (3) copies of a plot plan/mortgage survey must be submitted to the License and Inspection Department showing the exact placement of the proposed shed drawn on the survey plan. Please include the dimensions/size of the proposed shed along with the dimension of set back, from the rear or side. The minimum rear and side yard setback for accessory structures in the Town of Middletown is 5' (5 feet). Any structure placed in or over an easement may be subject for removal at the owner's expense if maintenance is required in the easement area.
- All sheds to be built "on site" require three (3) copies of construction drawings and will be submitted for plan review. Roll off/delivered on-site type sheds do not require drawings for plan review. The drawings must provide a floor detail, wall detail and roof detail. These drawings are checked for general conformity to code and typical building practices.
- 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 by 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.
- Please **post permits** and have **approved plans** on site at all times prior to beginning your project. Please have all permits and approved plans on site at the time of required inspections. This is to verify placement and construction of the project.
- All electrical work is State regulated. Please follow all rules and regulations if electrical work is to be installed. Visit the State of Delaware's website at DPR.DELAWARE.GOV and click or search, Board of Electrical Examiners for electrical work permit information.
- Please call Miss Utility prior to digging at 1-800-282-8555 or 811.

Cost of Shed Permits

\$50.00 - this includes the plan review and final inspection.

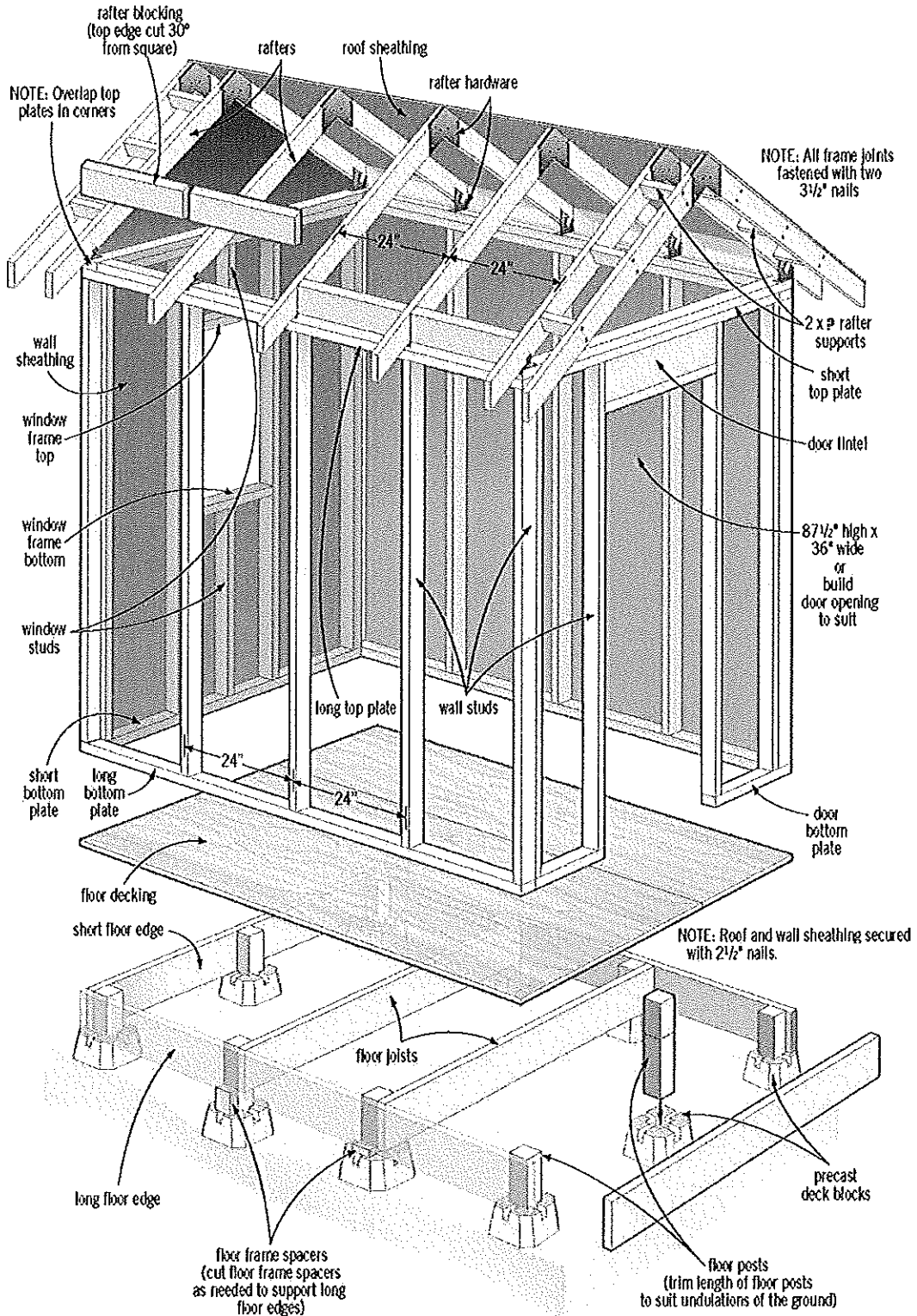
Please Note: Plan review revisions may be subject to additional fees.

Required Inspections

(Please call the number above to schedule inspections)

1. **Footing** (if applicable) - this is to check proper depth and diameter requirements to the approved plans.
2. **Final Inspection** – is required upon completion of placement and or construction of the shed. The following pages are illustrations to help guide the location or design of your shed, including a sample plot plan/mortgage survey and building permit. Any deviations from the approved plans may be subject to resubmission of the plans for review.

SHED SAMPLE



PLEASE NOTE:

THIS DIAGRAM IS ONLY AN EXAMPLE, THERE ARE MANY METHODS TO DESIGN AND CONSTRUCT YOUR SHED FOR MINIMUM CODE COMPLIANCE.

PLEASE PROVIDE AS MUCH DETAIL IN YOUR DRAWING:

- LUMBER TYPE AND LUMBER GRADE: TREADED OR STANDARD, PLYWOOD
- LUMBER SIZE: 2X FOR FLOORING, WALLS, ROOFING, PLYWOOD SIZE
- ON CENTER SPACING OF FRAMING: WALLS, ROOFING, FLOOR
- HARDWARE TYPE: NAILS, SCREWS OR BOLTS USED
- EXTERIOR COVERING: ROOFING AND SIDING USED (PROTECTION FROM DECAY)

XXX
REGISTERED LAND SURVEYORS

PHONE: XXX-XXX-XXXX
FAX: _____
GROUP.NET

A Division of

REGISTRY

BASED UPON DOCUMENTATION PROVIDED, REQUIRED MEASUREMENTS WERE MADE OF THE FRONTAGE AND BUILDING(S) SHOWN ON THIS MORTGAGE INSPECTION PLAN. IN OUR JUDGEMENT ALL VISIBLE ENCUMBRANCES ARE SHOWN AND THERE ARE NO VIOLATIONS OF ZONING REQUIREMENTS REGARDING STRUCTURES TO PROPERTY LINE OFFSETS (UNLESS OTHERWISE NOTED IN DRAWING BELOW).
NOTE: NOT DEFINED ARE ABOVEGROUND POOLS, DRIVEWAYS, OR SHEDS WITH NO FOUNDATIONS. THIS IS A MORTGAGE INSPECTION PLAN, NOT AN INSTRUMENT SURVEY. DO NOT USE TO ERECT FENCES, OTHER BOUNDARY STRUCTURES, OR TO PLANT SHRUBS. LOCATION OF THE STRUCTURE(S) SHOWN HEREON IS EITHER IN COMPLIANCE WITH LOCAL ZONING FOR PROPERTY LINE OFFSET REQUIREMENTS, OR IS EXEMPT FROM VIOLATION ENFORCEMENT ACTION UNDER MASS. GEN. STAT. CHAP. 208A, § 7, UNLESS OTHERWISE NOTED. THIS INFORMATION IS NON-TRANSFERABLE. THE ABOVE CERTIFICATIONS ARE MADE WITH THE PROVISION THAT THE INFORMATION PROVIDED IS ACCURATE AND THAT THE MEASUREMENTS USED ARE ACCURATELY LOCATED IN RELATION TO THE PROPERTY LINES.

MORTGAGE INSPECTION PLAN
NAME APPLICANT'S NAME

LOCATION 6 YOUR ROAD
YOUR TOWN

SCALE 1" = 30' DATE _____

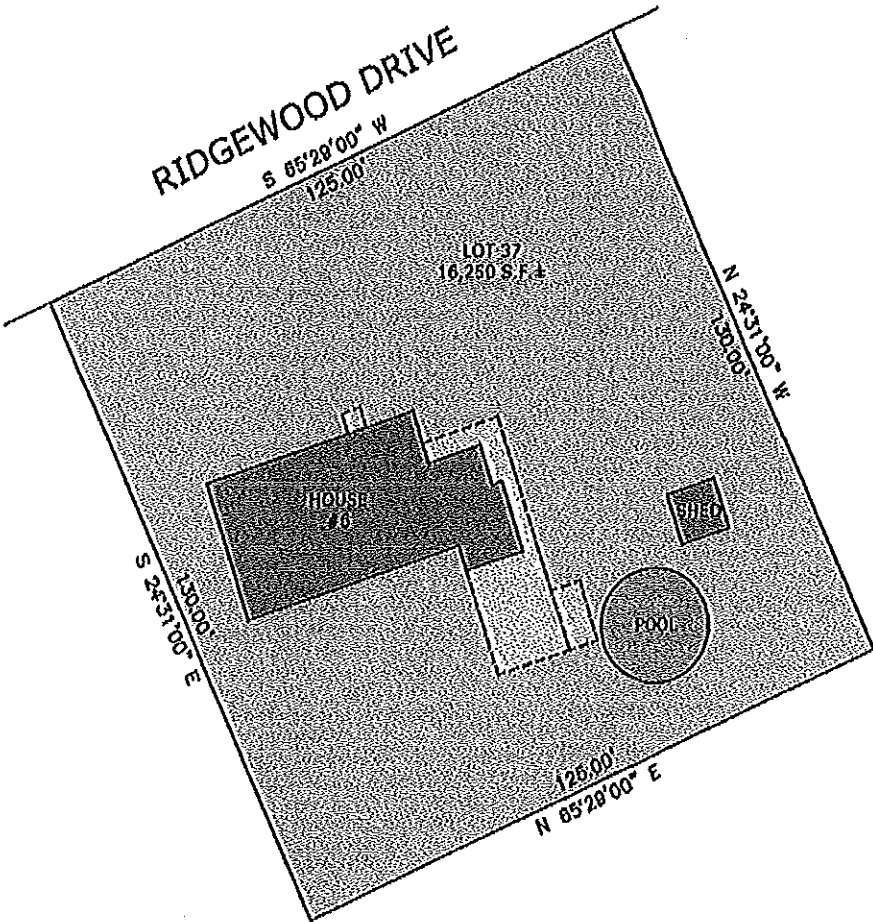
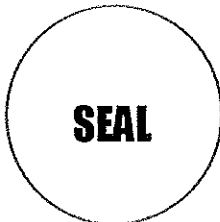
DEED BOOK/PAGE 7839/28

PLAN BOOK/PLAN 321/17

WE CERTIFY THAT THE BUILDING(S) ARE NOT WITHIN THE SPECIAL FLOOD HAZARD AREA. SEE HUD MAP.

G C DTD 01-07-00

FLOOD HAZARD ZONE HAS BEEN DETERMINED BY SCALE AND IS NOT NECESSARILY ACCURATE. UNTIL DEFINITIVE PLANS ARE ISSUED BY HUD AND/OR A VERTICAL CONTROL SURVEY IS PERFORMED, PRECISE ELEVATIONS CANNOT BE DETERMINED.



REQUESTING OFFICE:
REQUESTED BY:

DRAWN BY:
CHECKED BY:

JOB #

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
permits&inspections@middletown.delaware.gov

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 RESIDENTIAL HOME IMPROVEMENTS ONLY	
Description of Job: _____ _____ _____	
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: _____