

Swimming Pool 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 Swimming Pool and Spa Code 2018 International Energy Conservation Code 2018 International Fuel Gas Code Town of Middletown Zoning Code

- All contractors must be licensed by the Town of Middletown and State of Delaware. (I.E. pool contractor, electrician, landscaper, fence installer, concrete contractor or any other service required for the pool installation).
- **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.
- All in ground, above ground and on ground swimming pools require a permit.
- **Pool Plans:** The Town of Middletown requires three sets of plans / prints for review. These plans provide the detail of construction of the pool.
- **Plot Plan / Mortgage survey:** All above ground and on ground swimming pools requires 3 copies of these plans showing the location where the pool is to be placed on the property. The plans will have to provide set back distances from the rear and side yard. Minimum rear and side yard setback for any part of a pool is 5'. Please see pool location / setbacks for more information.
- **Engineered Lines and Grade compliance plans:** All in ground pools require Lines and Grades plans of all proposed changes to the original grading design at permit application. These plans must include existing home, grading elevations, fence, gates, pool filters, heaters, silt fence location during installation, erosion and sediment detail, and size of the pool. These plans are required to be stamped by a State of Delaware Engineer / Surveyor.
- **Pool location / setbacks:** In ground, above ground and on ground pools are required to show placement of side and rear yards setbacks. The setback requirements are 5'-0" from any rear or side yard property line. There shall be no part of a pool encroachment in the 5'-0" setback, i.e. concrete, decking, filters, heaters, etc.
- **Pool placement and grade as built:** In ground pools require a stamped / sealed as built of the completed pool and grading installation. This is required to be completed by a State of Delaware Engineer / Surveyor. Please submit this prior to scheduling the final inspection, this is to prevent delays in the Certificate of Occupancy. The as built which is required by the Town of Middletown must state this placement is in compliance with the Town of Middletown's Zoning Code and in compliance with engineered grading practices.
- Swimming pools with electric service provided for operation, must be inspected by a third party inspection agency and completed in compliance with the State of Delaware Division of Professional Regulation, Board of Electrical Examiners. Please visit dpr.delaware.gov/boards/electrician/index.shtml for electrical regulations. A final electrical inspection must be completed prior to scheduling a final pool inspection. Please provide a final electrical approved sticker on site at the time of final pool inspection.
- Please **post permits** and have **approved plans** on site at all times prior to beginning of 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.
- Please call Miss Utility at 1-800-282-8555 or 811 prior to digging.

Review for Pool Permit Application

1. Above ground or on ground pools:
 - Permit application with all applicable lines filled out.
 - Plot plan / mortgage survey, showing location of the pool and setbacks marked on the plans. **“Attention,”** on ground swimming pools are required to be placed in the same location each year during seasonal use, but only 1 permit application is required at its initial placement. Please refer to definition of swimming pool.
 - Brochures, any applicable brochures on pool and or pool barrier, (i.e. ladder, pool barrier top of the pool), etc.
2. In ground pools:
 - Permit application with all applicable lines filled out.
 - Pool plans, this shows the design of the pool structure to be installed.
 - Engineered Lines and Grades / pool location / setbacks, this will show the proposed grading, location of the pool on the property and the setback dimensions from the rear and side yard.

Cost of Swimming Pool Permit:

\$105

(Includes required permit and review)

Please note; plan review revisions maybe subject to additional fees.

Required Inspections:

(Please call the number above to schedule inspections)

1. Rebar, for concrete pools only.
2. Final inspection- upon completion of all the items above, grass vegetation in effect and access will be needed to all areas for inspection.

Please Note:

If any public sidewalk or curb is damaged during the construction / installation of the pool, it is your responsibility to replace any damaged areas. Failure may result in delays of the Certificate of Occupancy. A final inspection must be scheduled 10 days after completion of your pool.

- 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 the 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 keep in mind there are many methods for construction, installation and code compliance and any deviation from the approved plans may result in resubmission of such changes. Included is a building permit.

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 WHILE CALCULATIONS 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. 40A, SEC. 2, 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 _____

JOB #

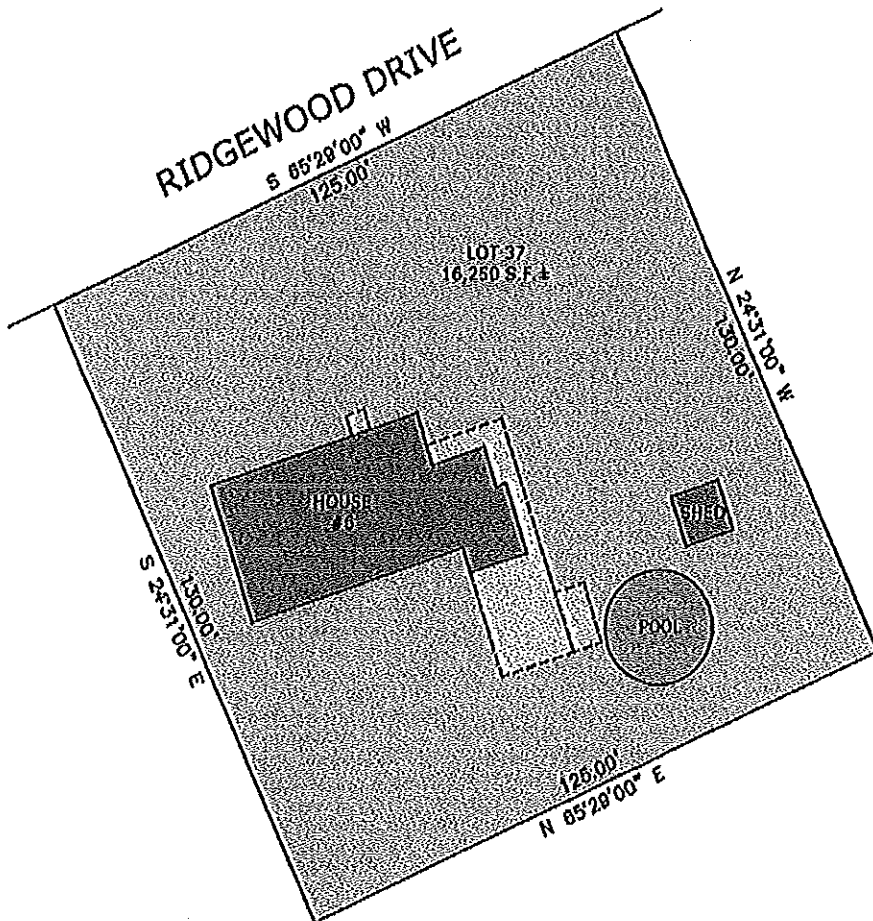
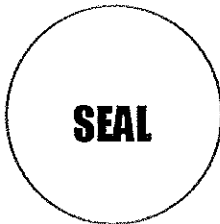
DEED BOOK/PAGE 7839/28

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:

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: _____