

# 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](http://www.middletown.delaware.gov)  
[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

## **Code Compliance:**

Town of Middletown adopted the latest building codes on June 2<sup>nd</sup> 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 Applications.

**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:**

1. Each lot submission is required to have Building, Plumbing and HVAC permit applications.
2. 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- 11x17 and one (1) electronic set are to be submitted (**Do not resubmit the entire approved model home plans**).
3. 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.
4. 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.
5. Plans shall include a complete submittal for the HVAC system including Manual J, Manual S and a duct layout for each lot with specific design options.
6. 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.
7. A complete fire sprinkler plan in compliance with IRC 2024 Section 2904 or NFPA 13D 2022.

**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

**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 <span style="float: right;">Middletown Business License #: _____ - _____</span>	
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.	_____	_____
	<b>Validation</b> Total Sq. Ft.	_____	<b>Total Valuation</b> _____

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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<b>JOB LOCATION:</b>		<b>DATE:</b> _____	
Tax Parcel # _____ - _____ . _____ - _____ [ _____ ]		Lot _____	Bldg. _____ Suite _____
Street No.: _____ Street Name: _____			
Subdivision: _____		Section: _____	Code _____
<b>HVAC CONTRACTOR</b>		<b>Middletown Business License #:</b> _____ - _____	
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: _____			
<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 _____		_____	
[ _____ ] New metal liner to be installed		<b>Cost of Materials:</b> _____	
<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>PLUMBING CONTRACTOR</b>		<b>Middletown Business License #:</b> _____ - _____	
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 _____			
<b>Water Heater:</b> Size _____ gallons		Make _____ Model # _____	
Location _____		Fuel Source _____	
<b>FOR NEW INSTALLATIONS, PLEASE INCLUDE THREE (3) COPIES OF DRAIN/WASTE/VENT DRAWINGS</b>			
Number of fixtures _____		Number of water services _____	
Number of water heaters _____		Number of gas inspections _____	
Number of sewer laterals _____		<b>Cost of Materials:</b> _____	
<b>OFFICE USE ONLY</b>			
Plan Examiner: _____ Date: _____		Plan Review Fee: _____ Inspection Fee: _____	