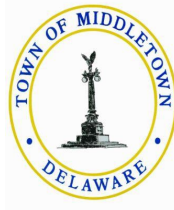


# Shed Information Permit Pack



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  
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

\$75 - Placement only

\$125 – Stick framed

**Please Note:** Plan review revisions maybe 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.

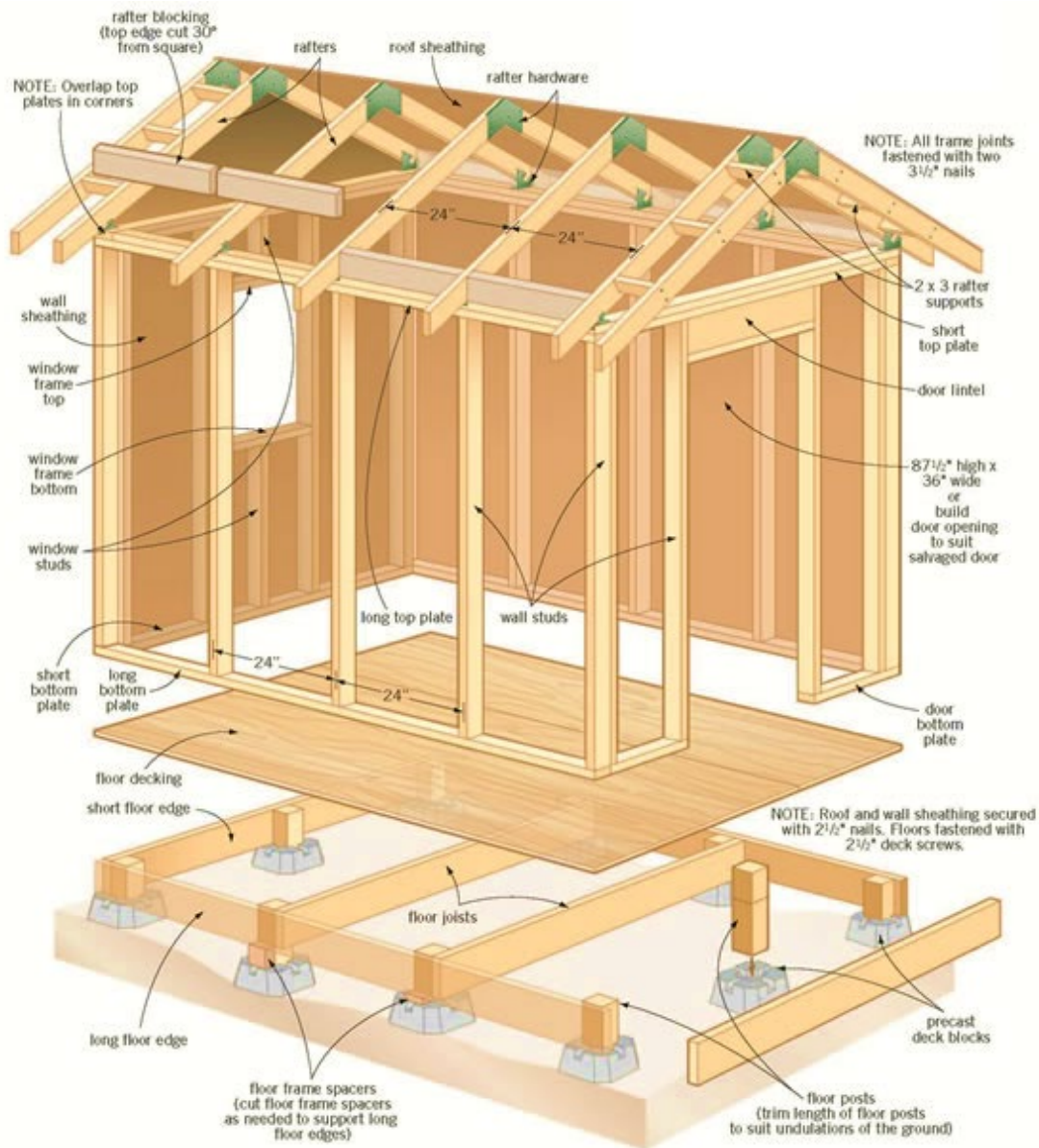


**Shed Plan (For on-site build only):**

Following information needs to be included if shed is being built on-site. Refer to **FIGURE B** for **reference only**.

- Lumber type and Lumber grade: Treaded or standard plywood.
- Lumber size: 2x for flooring, walls, roofing and plywood.
- On center spacing of framing: walls, roofs and floors.
- Hardware Type: Nails, screws or bolts being used.
- Exterior Covering: Roofing and siding used (protection from decay).

**FIGURE B – SAMPLE SHED**



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

<b>APPLICANT</b> <i>(Individual Applying For Permit)</i>	
Name: _____	Phone #: _____
Address: _____	Cell #: _____
City, State: _____	Fax #: _____
Zip Code: _____	Email: _____
Applicant's Signature: _____	
<b>PROPERTY INFORMATION</b>	
Parcel Number: _____	Zoning: _____
Street Address: _____	Lot #: _____
Owner's Name: _____	Development: _____
Street Address: _____	Phone #: _____
City, State & Zip: _____	Cell #: _____
<b>CONTRACTOR</b> <span style="float: right;"><b>Middletown Business License #:</b> ____ - ____</span>	
Name: _____	Phone #: _____
Address: _____	Cell #: _____
City & State: _____	Fax #: _____
Zip Code: _____	Email: _____
License Holder's Signature: _____	
<b>TO BE COMPLETED FOR RESIDENTIAL HOME IMPROVEMENTS ONLY</b>	
Description of Job: _____ _____ _____	
Total Square Feet: _____	Cost of Materials: _____
<b>FOR OFFICE USE ONLY</b>	
<b>NFIP / FLOOD ZONE EVALUATION:</b>	
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: _____