

# Sign Permit Instructions



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)

Submit your sign permit application along with the following information to the Permits Department. (includes any signage i.e.: wall, ground, hanging, pylon, window and awning signs etc.)

1. Scaled site plan showing exact location of installation, distance from property lines, right of way structures, and utilities.
2. Photograph of location of proposal of sign(s) placement.
3. **Sign Specifications:**
  - a. Size
  - b. Height
  - c. Style
  - d. Type (Temporary or Permanent)
  - e. No. of Sides (One-sided or Two-sided)
  - f. Footer Detail (Inspection required)
  - g. Lighting Electrical (if applicable Inspection required)
  - h. Final (Inspection required)
4. A picture or artist's rendition showing lettering, design and color(s), etc.
5. A signed letter from the property owner granting permission to install the sign(s) on the property owner's building/property.
6. Miss Utility verification submitted before you dig (required for monument signs, pylon signs, and excavation). Must provide ticket showing completed marking.

### **Sign Fee:**

\$0.50 per square foot with a minimum fee of \$35.00 per side/per sign

Prior to installation of the sign(s), a sign permit application must be submitted and approved by the Town, applicable fees paid in full and a permit issued.

**\*\* Call Miss Utility at 811 or 1-800-282-8555 prior to any digging \*\***

### **Required Inspections:**

There are two required inspections by the Town of Middletown for sign permits; footer, third party electrical sign off (if applicable), and final. Please remember that all electrical work is State regulated. Please follow all rules and regulations regarding electrical work and its installation. Visit [DRP.DELAWARE.GOV](http://DRP.DELAWARE.GOV) and click on Board of Electrical Examiners for electrical permit regulations or questions.

Please contact the Permits Department at 302-378-1171 or [permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

# Sign Permit Application



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<b>Tax Parcel No.:</b> _____ - _____ . _____ - _____						
<b>JOB LOCATION</b>						
Street No.: _____	Street: _____	Suite: _____	Bldg.: _____			
Lot #: _____	Subdivision: _____					
<b>APPLICANT</b> <i>(Individual Applying For Permit)</i>						
Name: _____		Phone #: _____				
Address: _____		Cell #: _____				
City, State: _____		Fax #: _____				
Zip Code: _____		Email: _____				
<b>Applicant's Signature:</b> _____						
<b>PROPERTY OWNER'S INFORMATION</b>						
Name: _____		Phone #: _____				
Address: _____		Cell #: _____				
City, State: _____		Fax #: _____				
Zip Code: _____		Email: _____				
<b>CONTRACTOR</b> <b>Middletown Business License #:</b> _____ - _____						
Name: _____		Phone #: _____				
Address: _____		Cell #: _____				
City, State: _____		Fax #: _____				
Zip Code: _____		Email: _____				
<b>License Holder's Signature:</b> _____						
<b>SIGN INFORMATION</b>						
<b>SIGN #1</b>	Wall _____	Ground _____	Other _____	FEE: _____		
	Dimensions _____ x _____		Height _____		PERMIT NO.: _____	
	Sq. Ft.: _____	# SIDES: _____ 1-Sided _____ 2-Sided				ISSUE DATE: _____
	TYPE: _____ Permanent _____ Temporary					
	Text: _____					
<b>SIGN #2</b>	Wall _____	Ground _____	Other _____	FEE: _____		
	Dimensions _____ x _____		Height _____		PERMIT NO.: _____	
	Sq. Ft.: _____	# SIDES: _____ 1-Sided _____ 2-Sided				ISSUE DATE: _____
	TYPE: _____ Permanent _____ Temporary					
	Text: _____					
<b>SIGN #3</b>	Wall _____	Ground _____	Other _____	FEE: _____		
	Dimensions _____ x _____		Height _____		PERMIT NO.: _____	
	Sq. Ft.: _____	# SIDES: _____ 1-Sided _____ 2-Sided				ISSUE DATE: _____
	TYPE: _____ Permanent _____ Temporary					
	Text: _____					
<b>FOR OFFICE USE ONLY</b>						
Plan Examiner's Signature: _____		Date: _____				
Application ID #: _____						