

DEMOLITION PERMIT GUIDELINES

Revised 8/17/2022

GENERAL REQUIREMENTS

1. Incomplete applications will not be accepted and will be returned.
2. It is the responsibility of the general contractor to ensure they and their sub-contractors are licensed to operate in the City of Milford.
3. No permit will be issued if property owner is delinquent on City taxes, utilities, or has open code violations.
4. Permit reviews typically take 1-2 weeks. The Planning Department will contact you once the permit is completed and ready for pick up.
5. The Building Permit Placard must be displayed in a conspicuous location and visible from the street.
6. Before you dig, please call **Miss Utility at 1-800-282-8555** to have them mark utility lines. This is a **free service**.
7. City of Milford will not pick up construction debris. It is the responsibility of the contractor or homeowner to ensure trash is contained and disposed of in a timely manner.
8. If work being conducted is in Sussex County, you will need to contact them at 302-855-7860 to determine if a county permit is necessary.
9. *The State and Federal governments require that, prior to any commercial structure being demolished or renovated, an **asbestos survey** must be performed. And, at least 10 working days prior to the start of demolition, a notice must be sent to them. A list of Delaware licensed asbestos inspection firms can be obtained from the State of Delaware Office of Management and Budget (OMB) at 302-739-5644. Any further questions regarding these requirements should be directed to the State of Delaware Department of Natural Resources and Environmental Control (DNREC), Air Quality Management at 302-323-4542 in New Castle or 302-739-9402 in Dover.*
10. **A demolition permit cannot be created until all City utilities have been capped and/or removed by the appropriate City personnel, including meters.**
11. **DO NOT BEGIN any demolition until you have paid for and picked up your permit.**

PERMIT REQUIREMENTS

1. **Two** copies of the survey plot plan providing the size and location of the proposed structure that is being removed.
2. Provide date for requested utility disconnections.
3. Residential/Commercial Building Permit Application Form

INSPECTION REQUIREMENTS

All inspections requests must be requested before 4pm the day prior. Inspection requests shall provide the permit number, date of inspection, requested date, address, contact name, phone number and type of inspection.

1. Final – Failure to request final inspection may result in demolition structure to remain on property assessment and tax bill.