

# DETACHED GARAGES, SHEDS, GAZEBOS AND OTHER RESIDENTIAL ACCESSORY BUILDINGS 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.

## PERMIT REQUIREMENTS

1. **Two** copies of Construction Drawings – indicating architectural and structural detail. (*Not required for pre-manufactured buildings. For stick built only.*)
2. **Two** copies of the Survey/Plot Plan providing the size and location of proposed addition, garage, or accessory building. Accessory building must be at least (5) feet from the property line, and (5) feet from the principal structure and cannot be located within a utility easement. Accessory buildings cannot exceed in aggregate more than 30% of the rear and side yard area.
3. Homeowners Association approval letter.
4. Residential 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. Footer - Must be dug to appropriate depth and size and all rebar in place. (*if applicable*)
2. Pre-slab - Inspection prior to the pouring of the concrete slab.
3. Framing - scheduled upon completion of work and -party electrical inspection is completed. (*if applicable*)
4. Insulation - (*if applicable*)
5. Final inspection – scheduled upon completion of work and after third-party electrical inspection is completed. (*if applicable*)