

## RESIDENTIAL RENOVATION 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 Plans indicating architectural & structural details
  - a. Provide a floor plan showing proposed work including dimensions and locations of all rooms and their uses. Locations of all existing and proposed windows and doors. Label all existing and proposed walls. Location and types of electrical and plumbing fixtures.
  - b. Framing details including wall construction, sizes, location of windows and doors, siding material, floor material, joist dimensions and layout, wall stud dimensions and layout, flashing details.
  - c. Steps and handrails to include height of handrail, size of treads and risers, type of guardrail (balusters and spacing), post anchoring, type of handrail (size for grasp ability).
2. *Finished Basements: Drawings must show wall detail, ceiling height, room dimensions, and egress requirements. Please be sure to include a plot plan that shows the location of the egress.*
3. Homeowners Association Approval Letter for exterior renovations only.
4. Residential 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. Framing – scheduled upon completion of plumbing and electrical inspections
2. Insulation
3. Final - scheduled upon completion of work and after all third-party plumbing and electrical inspections are completed