

## NEW RESIDENTIAL HOME/ADDITION 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 to include:
  - a. Side elevations of proposed build depicting overall height and finished ceiling height.
  - b. Roof framing details depicting size of rafters and layout (or truss layout), sheathing thickness, roofing material, pitch of roof.
  - c. 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.
  - d. Footers and foundations to include the size of footers (width and depth), location and size of piers (if applicable), description of re-enforcing, type of foundation, anchor bolt size and location, foundation vent locations.
  - e. Electrical and plumbing, types of fixtures.
  - f. 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. **Two** copies of the Survey/Plot Plan indicating the size and location of the proposed improvements, providing the distances between the proposed improvements and the property lines, indicating the location of the driveway, and indicating the size and location of the existing and proposed utilities.

3. Model Energy Compliance Sheet.
4. Homeowners Association Approval Letter (for additions).
5. Kent or Sussex Conservation District Permit (*if applicable*)

**KENT COUNTY**  
Conservation District  
1679 S Dupont Hwy  
Dover, DE 19901  
(302)608-5370

**SUSSEX COUNTY**  
Conservation District  
23818 Shortly Rd  
Georgetown, DE 19947  
(302) 856-3990 Ext. 3

6. DelDOT Entrance Approval (*if applicable*)  
Approval is required for construction of entrances, curbing and sidewalk along a State maintained road.

**KENT COUNTY**  
Central District HQ  
930 Public Safety Blvd  
Dover, DE 19901  
(302) 760-2433

**SUSSEX COUNTY**  
South District HQ  
23697 Dupont Blvd  
Georgetown, DE 19947  
(302) 853-1342

7. Utility/Right of Way Permit Application Form
8. Residential Building Permit Application Form

### **INSPECTION REQUIREMENTS**

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

1. Footer
2. Foundation
3. Slab/Pre Pour
4. As-Built Survey
5. Framing – scheduled upon completion of work and after all third-party electrical and plumbing inspections are completed
6. Energy – Blower door test
7. Final - scheduled upon completion of work and after all third-party plumbing and electrical inspections are completed