

COMMERCIAL CONSTRUCTION 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.

SEALED CONSTRUCTION PLAN REQUIREMENTS

1. Construction plans for any use other than residential shall bear the Seal of an Architect/Engineer currently registered in the State of Delaware-State Board of Professional Registration or a Professional Engineer licensed with the Delaware Association of Professional Engineers (D.A.P.E). Any portion of the plans which involve engineering is to be sealed by a professional engineer practicing in the appropriate discipline and currently registered within the D.A.P.E.

PERMIT REQUIREMENTS

1. **Two** copies of the Survey/Site Plan indicating the size and location of the proposed improvements, providing the distances between the proposed improvements and the property lines, and indicating the size and location of the existing and proposed utilities.

2. State Fire Marshal Office Approval

KENT COUNTY
1537 Chestnut Grove Road
Dover, DE 19904
(302) 739-4394

SUSSEX COUNTY
22705 Park Avenue
Georgetown, DE 19947
(302) 856-5298

3. 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

4. DelDOT Entrance Approval (*if applicable*)

Approval is required for construction of entrances, curbing and sidewalk along a State maintained road.

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

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

5. Utility/Right of Way Permit Application Form

6. DHSS, Division of Public Health, Office of Engineering, Approval to Construct

PH: (302) 741-8640

7. DHSS, Division of Public Health, Food Establishment Permit

PH: (302)-744-4546

8. Kent County Public Works Grease Trap Permit (if applicable)

9. Commercial Building 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. Framing - scheduled upon completion of work and after all third-party electrical and plumbing inspections are completed
5. Insulation
6. Final - scheduled upon completion of work and after all third-party electrical, plumbing, and State Fire Marshal inspections are completed