

# Sign Permit Instructions



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709

Phone: (302) 378-1171 Fax: 302-378-5675  
[www.middletown.delaware.gov](http://www.middletown.delaware.gov)  
[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

Submit your sign permit application along with the following information to the Permits Department.

1. Site plan showing location/installation of sign(s).
2. Sign Specifications:
  - a. Size
  - b. Height
  - c. Style
  - d. Type (Temporary or Permanent)
  - e. No. of Sides (One-sided or Two-sided)
3. A picture or artist's rendition showing lettering, design and color(s), etc.
4. A signed letter from the property owner granting permission to install the sign(s) on the property owner's building/property.

### **Sign Fee:**

\$0.50 per square foot with a minimum fee of \$35.00 per side/per sign

Prior to installation of the sign(s), a sign permit application must be submitted and approved by the Town, applicable fees paid in full and a permit issued.

**\*\* Call Miss Utility at 811 or 1-800-282-8555 prior to any digging \*\***

### **Required Inspections:**

There are no required inspections by the Town of Middletown for sign permits but please remember that all electrical work is State regulated. Please follow all rules and regulations regarding electrical work and its installation. Visit [DRP.DELAWARE.GOV](http://DRP.DELAWARE.GOV) and click on Board of Electrical Examiners for electrical permit regulations or questions.

Please contact the Permits Department at 302-378-1171 or  
[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov) with any questions.

# Sign Permit Application



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<b>Tax Parcel No.:</b> _____ - _____ . _____ - _____				
<b>JOB LOCATION</b>				
Street No.: _____	Street: _____	Suite: _____	Bldg.: _____	
Lot #: _____	Subdivision: _____			
<b>APPLICANT</b> <i>(Individual Applying For Permit)</i>				
Name: _____		Phone #: _____		
Address: _____		Cell #: _____		
City, State: _____		Fax #: _____		
Zip Code: _____		Email: _____		
<b>Applicant's Signature:</b> _____				
<b>PROPERTY OWNER'S INFORMATION</b>				
Name: _____		Phone #: _____		
Address: _____		Cell #: _____		
City, State: _____		Fax #: _____		
Zip Code: _____		Email: _____		
<b>CONTRACTOR</b> <b>Middletown Business License #:</b> _____ - _____				
Name: _____		Phone #: _____		
Address: _____		Cell #: _____		
City, State: _____		Fax #: _____		
Zip Code: _____		Email: _____		
<b>License Holder's Signature:</b> _____				
<b>SIGN INFORMATION</b>				
<b>SIGN #1</b>	Wall _____	Ground _____	Other _____	FEE: _____ PERMIT NO.: _____ ISSUE DATE: _____
	Dimensions _____ x _____		Height _____	
	Sq. Ft.: _____	# SIDES: _____ 1-Sided _____ 2-Sided		
	TYPE: _____ Permanent _____ Temporary			
	Text: _____			
<b>SIGN #2</b>	Wall _____	Ground _____	Other _____	FEE: _____ PERMIT NO.: _____ ISSUE DATE: _____
	Dimensions _____ x _____		Height _____	
	Sq. Ft.: _____	# SIDES: _____ 1-Sided _____ 2-Sided		
	TYPE: _____ Permanent _____ Temporary			
	Text: _____			
<b>SIGN #3</b>	Wall _____	Ground _____	Other _____	FEE: _____ PERMIT NO.: _____ ISSUE DATE: _____
	Dimensions _____ x _____		Height _____	
	Sq. Ft.: _____	# SIDES: _____ 1-Sided _____ 2-Sided		
	TYPE: _____ Permanent _____ Temporary			
	Text: _____			
<b>NOTE: Please Allow 10 Business Days For Permits To Be Processed</b>				
<b>FOR OFFICE USE ONLY</b>				
Plan Examiner's Signature: _____		Date: _____		
Application ID #: _____				