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

permits&inspections@middletown.delaware.gov

Submit your sign permit application along with the following information to the Permits Department. (includes any signage i.e.: wall, ground, hanging, pylon, window and awning signs etc.)

- 1. Scaled site plan showing exact location of installation, distance from property lines, right of way structures, and utilities.
- 2. Photograph of location of proposal of sign(s) placement.

3. Sign Specifications:

- a. Size
- b. Height
- c. Style
- d. Type (Temporary or Permanent)
- e. No. of Sides (One-sided or Two-sided)
- f. Footer Detail (Inspection required)
- g. Lighting Electrical (if applicable Inspection required)
- h. Final (Inspection required)
- 4. A picture or artist's rendition showing lettering, design and color(s), etc.
- 5. A signed letter from the property owner granting permission to install the sign(s) on the property owner's building/property.
- 6. Miss Utility verification submitted before you dig (required for monument signs, pylon signs, and excavation). Must provide ticket showing completed marking.

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 two required inspections by the Town of Middletown for sign permits; footer, third party electrical sign off (if applicable), and final. 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 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

REV: 4/2/25

Sign Permit **Application**



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Street No.	Tax Parc	el No.:				·			
Name:					JOB	LOCATION			
APPLICANT (Individual Applying For Permit) Name:	Street No.:							Suite:	Bldg.:
APPLICANT (Individual Applying For Permit) Name:	Lot #:								
Cell #: Fax #: Cell	APPLICA								
Cell #: Fax #: Cell	Name:						Phone #:		
Fax #: Email:									
PROPERTY OWNER'S INFORMATION									
Name:							Email:		
Name:	Applicant's	s Signature:							
Cell #: Fax #:	PROPERT	TY OWNER	'S INFOR	MATION					
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TYPE:		Sq. Ft.:		# SIDES:	1-Sided	2-Sided			
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Plan Examiner's Signature: Date:		Text:	NO	TE: Pleas				essed	
	Plan Exami				FOR OF	FICE USE O	NLY		
	Plan Exami				FOR OF	FICE USE O	NLY		

REV: 1/24/2020