



MIDDLETOWN TOWNSHIP ROOFING PERMIT INSTRUCTIONS

27 N. Pennell Road | Media, PA 19063
610-565-2700 | Fax 610-566-3640 www.middletowndelcopa.gov

1. Fill out completely an “Application for Roofing Permit”
2. Fees are due **at the time** the application is submitted.

Residential: 1.50% of Construction Cost. Minimum Fee \$100.00.

Commercial: \$500.00 plus 3.00% of construction cost up to \$10,000, plus 2.50% of construction cost after.

3. All contractors must submit a current Certificate of Insurance for General Liability and Workers’ Compensation coverage with every application listing Middletown Township as Certificate Holder. If you do not carry Workers’ Compensation, please fill out the Township’s Workers’ Compensation Exemption Form.
4. Homeowner signatures are required either on the Building Permit Application or on a signed contract to be submitted with the application.
5. Failure to complete all the above items will result in a delay in the permit being processed and issued. Work may not start until the permit has been approved and issued.
6. Homeowners may obtain their own permits to the extent they can demonstrate sufficient expertise to complete the work in conformance with Code requirements.
7. The turnaround time for Roofing permits is 7-10 business days. PA State allows 15 working days for Residential properties and 30 working days for Commercial properties.
8. All paperwork and permit fees must be submitted for your application to be reviewed by the Township Building Inspector

A final inspection is required to be performed. Please contact the Township Building Inspector 24 hours in advance to schedule the inspection at 610-565-2700.



MIDDLETOWN TOWNSHIP APPLICATION FOR ROOFING PERMIT

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Please select one of the following: _____ Residential _____ Commercial

Address of Job: _____ Date: _____

Name of Property Owner: _____ Cell/Home No. _____

Email address of property owner: _____

Contractor Name (or person doing work): _____

Address City/State/Zip Code Phone Number

Description of Work: _____

Estimated Cost: \$ _____

I declare under the penalties of perjury that this application (including any accompanying plans and specifications) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Township Permit Fee \$ _____

PA UCC Surcharge \$ 5.00 _____

Total Permit Fee \$ _____

(Signature) Owner

(Signature) Contractor

Approved Disapproved

(Signature)

Date: _____

(Contractor's Address)

Building Code Official

(Email Address)

(Phone #)