



ENFORCEMENT & INSPECTIONS DEPARTMENT  
302.424.3712, FAX 302.424.3559

201 S WALNUT ST  
MILFORD, DE 19963

[www.cityofmilford.com](http://www.cityofmilford.com)

## RESIDENTIAL RAMP BUILDING PERMIT APPLICATION

Revised 6/4/15

- Prior to submitting an application, consult with the City of Milford Accessibility Ramp Guidelines (Residential).
- All paperwork submitted for approval is to be **no larger than 11' x 17"** for scanning purposes.
- Plans will be returned without review if information is incomplete.
- It is the responsibility of the general contractor to ensure they and their sub-contractors are licensed to operate in the City of Milford.
- No permit will be issued if property owner is delinquent of City taxes or utilities or has open code violations.
- Prior to applying for a permit, all requirements must be met with Planning & Zoning Department.
- Once the City has reviewed your application, you will be contacted with the permit price and when you may pick it up. This usually takes approximately 7 business days.
- Upon receiving your Building Permit Placard, please display it in a conspicuous place from the street.

**\*\*\* Please contact the appropriate county to determine the necessity of a county permit.\*\*\***

**\*\*\*Kent: 302-744-2455 / Sussex: 302-855-7860\*\*\***

### Required Documents

(Please check off and return this page along with the following documents with the building permit application)

**If you live in Hearthstone Manor / Knotts Landing / Matlind Estates / Meadows at Shawnee / Orchard Hill / Cascades / Milford Ponds / Walnut Village or Watergate you are required to provide a copy of your Homeowner's Association approval letter with this application.**

\_\_\_ 2 sets of construction drawings

Architectural & Structural Details Indicating:

- Cross Elevation and Birds Eye View with the following details indicated:
- Overall dimensions of ramp including height from finished grade.
- Size of footers (width & depth), size and location of piers (if applicable)
- Framing details including ledger board size and attachment details to house
- Joist sizes, spacing & length
- Beam size, location, length and attachment to posts
- Post sizes and spacing
- Type of decking material
- Handrail and railings height, type, and spacing of balusters, width of handrail

\_\_\_ Site Plan-(*indicating size and location of new construction and existing structures on the site and distances from accurate lot lines.*)

\_\_\_ Construction Debris Removal: ( ) Haul ( ) Dumpster on site

\_\_\_ Residential Ramp Building Permit Application Form (*Please see attached*)

# **RESIDENTIAL RAMP BUILDING PERMIT APPLICATION**

CONTRACTOR: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CONTRACTOR PHONE: \_\_\_\_\_

CONTRACTOR CELL: \_\_\_\_\_

CITY OF MILFORD  
CONTRACTOR LICENSE #:

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HOME/PROPERTY OWNER: \_\_\_\_\_

HOME/PROPERTY OWNER  
PHONE:

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PROPERTY/SITE ADDRESS: \_\_\_\_\_

**TOTAL COST OF PROJECT:**     \$ \_\_\_\_\_

Signature of Property Owner:

Any deviation from the information provided (i.e. area regulations, building setbacks, etc.) by the applicant is the responsibility of the property owner at the time of construction. I furthermore certify that I am authorized to grant, and do in fact grant, permission to the City of Milford zoning official and Building Inspector to enter onto the property noted on the City of Milford Building Permit for the purpose of inspections.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Accessibility Ramp Guidelines (Residential)

Please consult the following guidelines when designing a ramp to be used for residential accessibility. The most important aspect in designing and building a ramp is that it is safe for the end user. Slope requirements must be met, and will be verified by the Inspection Department at time of final Inspection. Therefore the builder of the ramp must ensure both before and during construction that all requirements, including slope, will be met. After consulting the following guidelines, if you are unsure of the requirements please contact the Inspections Department prior to submitting the application. If necessary an on-site meeting can be scheduled to verify field conditions and to ensure all aspects of the proposed stairs meet code compliance.

**The following information is provided from the International Residential Code (06' Version) which is the adopted building code for residential construction for the City of Milford. Please consult the code for further detailed information.**

## **1. Ramp Slope Requirements**

Ramps shall have a maximum slope of one unit vertical in twelve units horizontal (8.3 % slope). Where it is technically infeasible to comply with a 1:12 slope because of site constraints, ramps may have a maximum slope of 1:8 (12.5%). If this is the case, **it must be shown on the plans submitted at time of application.** If this slope cannot be obtained, then an on-site meeting must be held to discuss options, prior to submission of permit application.

## **2. Landing Requirements**

A minimum 3-foot-by-3-foot landing shall be provided:

1. At the top and bottom of ramps.
2. Where doors open onto ramps.
3. Where ramps change direction.

## **3. Ramp Width Requirements**

Ramp shall be a minimum width of 3-foot-by-3-foot (36 inches).

## **4. Attachment to House**

Ramp shall be attached to the house to resist vertical and lateral forces, with suitable hardware (1/2 inch galvanized or stainless fasteners or other approved fasteners). Ramp cannot be attached to house with just nails.

## **5. Ramp Construction**

- Ramp shall be constructed out of pressure treated wood (or other approved material designed for exterior conditions).
- Joists shall be a minimum of 2 inches x 6 inches pressure treated. Posts shall be a minimum of 4 inches x 4 inches in width.
- Footers for posts should be 24 inches below grade. Width of post holes should be 8 inches. Post should be resting on a minimum of 8 inches of concrete
- All beams shall be attached to posts with 1/2 inch diameter galvanized or stainless fasteners or other approved fasteners.
- Ramp shall be designed so that water will not accumulate on walking surfaces.
- Ramp surface shall offer slip-resistant capability and shall be securely attached to framing members.

## **6. Handrails**

- A graspable handrail is required on at least one side when the ramp exceeds a slope of 1:12.
- Handrail must be continuous for the full length of the ramp. Handrails ends shall be returned or shall terminate in newel posts or safety terminals.

- Handrails adjacent to a wall or guardrail shall have a space not less than 1.5 inches.
- Height of handrail must be between 34-38 inches above the finished surface of the ramp.
- Handrail grip size must conform to one of the following:
  1. **Circular.** Handrail diameter to be at least 1 ¼ inches, no more than 2 inches.
  2. **Non-Circular.** Handrail perimeter of at least 4 inches, no more than 6 inches, with a maximum cross section of 2 ¼ inches.
  3. **Type II/Recessed.** Handrails with a perimeter greater than 6 ¼ inches shall provide a graspable finger recess on both sides. Handrail shall be at least 1 ¼ inches, no more 2 ¾ inches above the recess. Recess shall be a depth of at least 5/16 inch. (Consult IRC 06. R311.5.6.3 Handrail grip size for further information on Type II handrails).

## 7. Guardrails

- Ramps 30 inches or more above grade at their highest point require a guardrail.
- Guardrail to be no less than 36 inches in height.
- Vertical members of Guardrail shall be spaced to not allow the passage of a 4 inch sphere.

## 8. Required Inspections

- **Three** inspections are required. A **footer**, **framing** and **final** inspection is required.
- Footer inspection should be scheduled after holes are dug and before concrete is poured.
- Framing inspection should be after stringers are cut and installed but before decking is installed.
- Final Inspection should be scheduled after ramp is installed, handrail is installed, where required, and all necessary grading work has been completed.