

**MIDDLESEX BEACH ASSOCIATION PERMIT APPLICATION**  
**SMALL PROJECTS UNDER \$25,000**

MBA Building Permits are required in advance for all interior and exterior Construction, Tree Work, Demolition, Paving, and any other work.

- a. Large Projects:** Large Projects include any work valued at \$25,000 or more.
- b. Small Projects:** Small Projects include any work, landscaping, driveways, or tree work valued at less than \$25,000. Interior renovations do require an approved permit. Interior repairs do not require an approved MBA permit. Such repairs may not result in the outside use of noisy equipment such as saws, compressors etc. MBA may cumulate the value of work being done concurrently or in proximity on the same property to determine whether it is considered a Small Project or whether the collective work should be deemed a Large Project.
- c. Demolition:** Demolition includes substantially deconstructing, demolishing, disassembling, removing or otherwise reducing an existing structure, whether or not it will be replaced.
- d. Emergency Repair Work:** Emergency repairs include only the minimum, immediate, short-term work necessary to control unexpected and immediate threats to people or property which, if not remediated, would reasonably result in proximate injury, death or loss of property. An MBA Building Permit is not required to initiate Emergency Repair Work. MBA President and/or Building Committee must be notified of initiation of emergency work so an approved permit may be issued.

Ownership Entity: \_\_\_\_\_ MBA Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_

Perm Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Project Cost: \_\_\_\_\_ Est Completion Date: \_\_\_\_\_

Height of highest point above road \_\_\_\_\_

I/We hereby apply for a permit to perform the following scope of work:

\_\_\_\_\_

I/We agree: To adhere strictly to the plans and specifications listed in the above description to be approved by the MBA Building Committee unless changes are authorized in writing by the Building Committee; to obtain appropriate Sussex County & DNREC permits as applicable for this work; **to engage in work as above only when permitted by the Middlesex Beach Association Rules and Regulations and otherwise abide by the Restrictive Covenants of the Middlesex Beach Association;** and agree to repair or pay the actual cost of repair to any other property damaged in the course of work hereby authorized.

Property Owner's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

All required documents as specified in the Middlesex Beach Rules and Regulations for Construction document should be included with this application. Submit this completed application by email to: [building@middlesexbeach.org](mailto:building@middlesexbeach.org) or mail documents to: **Solutions Property Management, MBA Property Manager, PO Box 584, Bethany Beach, DE 19930. Telephone: 302-581-9060.**

FOR BUILDING COMMITTEE USE ONLY

Date Received: \_\_\_\_\_ Permit Issued: \_\_\_\_\_