



This space provided for applicant reference

Project Number: _____

Description: _____

Feel free to call our office for your Permit questions.

To submit or review the status of your Permit, go to:
<https://www.mygovernmentonline.org/>

Guidelines and Checklist for Addition to Accessory Building - Residential Permit

Guidelines

- This permit would be required if the applicant were adding additions to detached pole buildings, sheds and/or garages.
- Total square footage of accessory building cannot be larger than the living square footage of the home.

Documents Required - documents can be uploaded or provided to the Permit office.

<input type="checkbox"/>	Plot Plans – Drawing of the addition showing the location of the addition and include measurements of all property lines to addition.
<input type="checkbox"/>	Construction Plans – Building plans of structure
<input type="checkbox"/>	Truss Certs – if applicable (truss layout, LVL certifications, and steel beam certifications)
<input type="checkbox"/>	Owner Approval Letter is required if the applicant does not own the property
<input type="checkbox"/>	Town Letter – If the property is in the town of Bowers, Farmington, Felton, Frederica, Hartly, Houston, Kenton, Leipsic, Little Creek, Magnolia, Woodside, or Viola; then Town approval letter or Town Permit must be provided when applying for Kent County Building Permit.

DEED RESTRICTION NOTICE

Applicant for building permit shall be aware that the subject property may be impacted by private Deed Restrictions or Covenants that are not under the jurisdiction of Kent County Government. Kent County is not authorized to enforce private Deed Restrictions. However, this does not relieve the property owner from the requirements to maintain compliance with recorded Deed Restrictions. Deed Restrictions are enforceable through the Civil Court System. Approval of this building permit by Kent County shall not be construed to mean that the property is in compliance with applicable private Deed Restrictions. It is incumbent upon the Applicant of this building permit to verify and confirm compliance with any and all applicable Deed Restrictions.