



*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/Alteration/Renovation Non-Res Bldg – Commercial Permit

### **Guidelines**

- This permit would be required if the commercial applicant were performing additions, alterations, renovations to a non-residential building (including fit-outs)
- If the property will require a well, obtain a Well Permit from Department of Natural Resources (DNREC) . <https://dnrec.alpha.delaware.gov/water/supply/well-permits/>
- If the property will require a septic system, obtain a Septic Permit from Department of Natural Resources (DNREC) . <https://dnrec.alpha.delaware.gov/water/groundwater/septic-systems/>
- If the property requires connectivity to Kent County Sewer System, apply for a Sewer Permit from Kent County Department of Public Works. Please note, this is a separate permit application. <https://www.mygovernmentonline.org/>
- If the property is owned for less than one year, provide proof of payment of the 2% transfer tax.

### **Documents Required** – can be uploaded or provided to Permit Office

<input type="checkbox"/>	Plot Plans – Drawing of the plans showing the location of the addition/alteration/renovation. Plans to include the dimensions and the distance from all property boundaries.
<input type="checkbox"/>	Construction Plans – 2 sets of sealed Construction plans from a Delaware Engineer.
<input type="checkbox"/>	Contract Price of Project
<input type="checkbox"/>	Truss Certs – if applicable (truss layout, LVL certifications, and steel beam certifications)
<input type="checkbox"/>	COM Check – Ductwork, Electrical and HVAC documentation
<input type="checkbox"/>	Fire Marshall Letter – Approval letter from the Fire Marshal for the site and building.
<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.
<input type="checkbox"/>	Well Permit # /or Private Water Provider letter (Tidewater, Artisian)– if applicable
<input type="checkbox"/>	Septic/Sewer Permit # – if applicable
<input type="checkbox"/>	Seeding / Grading Permit # from Kent Conservation – if disturbing 5,000 sq ft or more
<input type="checkbox"/>	Entrance Permit # – provide Entrance Permit # from DelDOT or a letter of No Contention from DelDOT
<input type="checkbox"/>	Public Health Approval – Food and Health related business’ are required to obtain Public Health Approval Documentation
<input type="checkbox"/>	SB79 Documentation – for structures => 25,000 sq ft provide email from State Department of Communications 302-697-3687
<input type="checkbox"/>	Childcare Licensing # - if applicable
<input type="checkbox"/>	Cosmetology License # - if applicable
<input type="checkbox"/>	DelDOT aviation – if applicable
<input type="checkbox"/>	Proof of payment of the 2% transfer Tax – Required if the property is owned for less than one year.

**Kent County Building Permits**

**Inspections and Enforcement**

555 Bay Road, Dover, DE 19901

(302) 744-2451

Email: [Inspections@co.kent.de.us](mailto:Inspections@co.kent.de.us)



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