



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/Room – Residential Permit

Guidelines

- This permit would be required if the applicant is adding a room onto a residential dwelling.
- If the addition is increasing the number of bedrooms, an updated septic permit will be required from DNREC.
- If the addition does NOT increase the number of bedrooms, but only relocates a bedroom to the new addition, a floor plan of the home’s layout will be required showing all of the rooms and their usage.
- If the dwelling is a Manufactured Home and the addition is being attached to the home, a Delaware Architecture Engineer sealed plans would be required.
- If an in-law suite and/or second kitchen to the residence, Planning approval is required.

Documents Required – can be uploaded or provided to Permit Office

<input type="checkbox"/>	Plot Plans - Drawing of the plans showing the location and use of the new room in relationship to the existing dwelling. To include the distance from the addition to the property lines. Notate septic and well location (need at least 10 ft clearance from addition).
<input type="checkbox"/>	Construction Plans – Building plans of addition
<input type="checkbox"/>	Truss Certs – if applicable (truss layout, LVL certifications, and steel beam certifications)
<input type="checkbox"/>	Septic Permit – If increasing the total number of bedrooms in the dwelling.
<input type="checkbox"/>	Manuals J, D & S – provided by HVAC contractor
<input type="checkbox"/>	If a mini-split (heating and cooling) system is being used – please provide the manufacture’s specifications for the unit.
<input type="checkbox"/>	Owner Approval Letter is required if the applicant does not own the property
<input type="checkbox"/>	REScheck Document – State regulated energy codes
<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.