

**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)



*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 Alteration/Renovation – Residential Permit

### **Guidelines**

- This permit would be required if the applicant will be making any interior/exterior renovations to an existing residence or accessory building.
- 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.
- 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.

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

<input type="checkbox"/>	Construction Plans – Building plans of renovations
<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"/>	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"/>	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 – if applicable
<input type="checkbox"/>	Manuals J, D & S – provided by HVAC contractor – if applicable

### **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.