



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 Business Certificate of Occupancy – Non Home Based Permit

Guidelines

- This permit would be required if the applicant seeking to obtain a commercial Certificate of Occupancy for a non-home based business.
- 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 business is Day Care related, Applicant is to obtain a license from the Department of Childcare Licensing.
- If Certificate of Use/Planning Approval imposed the requirement of a fence, a plot plan showing the location of the fence is required. Include the height, total linear feet and type of fencing materials.
- If the business is Cosmetology related, the applicant is to obtain a license from the Department of Cosmetology (302-744-1220).

Documents Required – can be uploaded or provided to Permit Office

<input type="checkbox"/>	Plot Plans – if applicable (Drawing of the plans showing the location of the structure. Plans to include the dimensions and the distance from all property boundaries)
<input type="checkbox"/>	Floor Plans – Floor plan layout of business area (does not need to be sealed plans as long as no structural changes are being performed OR not a change of use)
<input type="checkbox"/>	Childcare Licensing # - if applicable
<input type="checkbox"/>	Cosmetology License # - if applicable
<input type="checkbox"/>	Fence Plot Plan – if applicable (Include the height, total linear feet and type of fencing materials)
<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.
<input type="checkbox"/>	Owner Approval Letter is required if the applicant does not own the property
<input type="checkbox"/>	Certificate of Use from Kent County Department of Planning
<input type="checkbox"/>	Driveway Entrance Permit # - only necessary if this is the first time a business has occupied this space OR change in use
<input type="checkbox"/>	State Fire Marshall approval letter for building
<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"/>	Department of Public Health approval letter – if applicable (for eating/health related business)