



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 Demo/Relocate for Commercial/Residential/Manufactured Home

Guidelines

- This permit would be required for a Demolition or Relocation of any kind.
- If the building has a sewer connection to Kent County Public Works, the applicant will need to obtain a Sewer Capping Permit from Kent County Public Works. The permit can be obtained online from: <https://www.mygovernmentonline.org/>
- If property is on a septic system, it is important to contact DNREC for the proper procedures on capping a septic system. 302-739-9947
- If the Demo is of a commercial structure, the applicant is required to notify the Department of Natural Resources (DNREC) 10 days **prior** to the commencement of such demolition. Contact 302-739-9402.
- Please contact DNREC Air Quality at 302-739-9402 to verify that no asbestos is present.
- If the structure is being relocated from one Kent County property to another Kent County property:
 - The address/location of where the structure is being relocated to is required.
 - Two Permits below, are required and must be applied for at the same time:

1) Demo/Relocate for Comm/Res/Mfg Home	AND
2) Single Family Dwelling – Detached	OR
Other Residential Building – Accessory	OR
Other Non-Residential Building – Commercial	OR
Manufactured Home – Park	OR
Manufactured Home – Private Land	
- For historic preservation purposes, Kent County Planning Office may come on-site PRIOR to the demo to document (via photography) any structures over 50 years old.

Documents Required – can be uploaded or provided to Permit Office

<input type="checkbox"/>	Survey or Aerial identifying which building will be demolished or removed
<input type="checkbox"/>	Sewer Capping Permit if applicable
<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

Cautionary Notes - If you are in the flood plain, you will need an elevation certificate in order to rebuild. Any new construction will also have to comply with current zoning regulations, including setbacks, impervious cover, etc...