



*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 Manufactured Home Park

### Guidelines

- This permit is required for applicants to place a manufactured home in a park.
- Plot plans of where the manufactured home is to be placed. Measurements from the manufactured home to all neighboring homes and structures should be included.
- If the Manufactured home is being moved from a location in Kent County, the address/location of where the manufactured home is being moved from is required. A permit for:
  - Manufactured Home – Removal**
  - will be required prior to/simultaneously to the issuance of the Manufactured Home Park permit.
- The applicant must submit a floor plan and footing layout if home was manufactured in 2013 or later.
- The applicant must include the license number and name of the manufactured home installer.
- The applicant is required to submit a letter from the park manager or owner giving them approval to place the manufactured home on the park property. <http://co.kent.de.us/media/956394/mh-park-plot-plan-permission-letter.pdf>
- 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/>

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

<input type="checkbox"/>	Plot Plans -
<input type="checkbox"/>	Floor Plan and Footing Layout if applicable
<input type="checkbox"/>	License Number and Name of Manufactured Home installer
<input type="checkbox"/>	Park Letter from Manager or Owner
<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"/>	Septic/Sewer Permit if applicable
<input type="checkbox"/>	Bill of Sale of Manufactured Home if it is new or a copy of the title if used.

#### **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.