



*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 Private Land

### Guidelines

- This permit is required for applicants looking to place a manufactured home on private land.
- Survey or plot plans of where the manufactured home is to be placed and the measurements from all property lines to the manufactured home
- 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 – Private Land 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.
- If the applicant is not the owner of the property, then an owner approval letter must be provided.
- If the property is in an area designated as APFO – School, then the applicant must provide a receipt from paying APFO – School fees.
- If a new or existing driveway the applicant must apply for a Driveway Entrance Permit from DelDOT. Please provide the DelDOT Permit number or a Letter of No Contention.
- If the property will require a well, obtain a Well Permit from Department of Natural Resources (DNREC) . <https://dnrec.alpha.delaware.gov/water/supply/well-permits/>
- If the property will require a septic system, obtain a Septic Permit from Department of Natural Resources (DNREC) . <https://dnrec.alpha.delaware.gov/water/groundwater/septic-systems/>
- 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 property is owned for less than one year, provide proof of payment of the 2% transfer tax.

### Documents Required

|  |   |
|--|---|
| <input type="checkbox"/>                 | Survey or 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"/>                 | Owner Approval Letter 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. |
| *** Checklist Continued On Next Page *** |   |

**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)



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## Guidelines and Checklist for Manufactured Home Private Land - continued

|                          |  |
|--------------------------|--|
| <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"/> | Provide proof of transfer tax if applicable  |
| <input type="checkbox"/> | Bill of Sale of Manufactured Home if it is new or a copy of the title if used.       |
| <input type="checkbox"/> | Kent Conservation - Seeding Grading Permit   |
| <input type="checkbox"/> | DeIDOT aviation – if applicable  |
| <input type="checkbox"/> | DeIDOT - Driveway Entrance Permit # or DeIDOT Letter of No Contention                |

**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.