

Kent County Building Permits
Inspections and Enforcement
 555 Bay Road, Dover, DE 19901
 (302) 744-2451
 Email: 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 Other Non-Residential Building - Commercial Permit

Guidelines

- This permit would be required if the applicant seeking to obtain a new commercial building.
- The Certificate of Use/Site Plan Conditional Use requires Planning Approval from the Planning Department.
- 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 business is Food / Health related, the business is required to obtain documentation of Public Health Approval
- 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 – Drawing of the plans showing the location of the building. Plans to include the building dimensions and the distance from it to all property boundaries. Approved site plan from Kent County Department of Planning Services is recommended.
<input type="checkbox"/>	Construction Plans – 2 sets of sealed Construction plans from a Delaware Engineer
<input type="checkbox"/>	Contract Price of Project
<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"/>	Truss Certs – if applicable (truss layout, LVL certifications, and steel beam certifications)
<input type="checkbox"/>	Seeding / Grading Permit # from Kent Conservation
<input type="checkbox"/>	Entrance Permit # - Provide the Entrance Permit # or letter of no contention from DeIDOT
<input type="checkbox"/>	Fire Marshall Letter – Approval letter from the Fire Marshal for the site and building.
**** Checklist continued on the next page ****	

Kent County Building Permits
Inspections and Enforcement
 555 Bay Road, Dover, DE 19901
 (302) 744-2451
 Email: 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 Other Non-Residential Building - Commercial Permit – continued

<input type="checkbox"/>	SB79 Documentation – for structures => 25,000 sq ft provide email from State Department of Communications 302-697-3687
<input type="checkbox"/>	Cosmetology License – Applicant is to obtain license from the Department of Cosmetology (302-744-1220) if renovation is cosmetology related.
<input type="checkbox"/>	Childcare Licensing # - if applicable
<input type="checkbox"/>	Public Health Approval – if applicable
<input type="checkbox"/>	COM Check – Ductwork, Electrical and HVAC documentation
<input type="checkbox"/>	DeIDOT Aviation 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.
<input type="checkbox"/>	Owner Approval Letter is required if the applicant does not own the property
<input type="checkbox"/>	Proof of payment of the 2% transfer Tax – Required if the property is owned for less than one year.