



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 Rebuild – Manufactured Home Permit

Guidelines

- This permit would be required if the applicant were replacing a manufactured home that will be rebuilt in less than 24 months after the original structure was demolished.
- 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 - Survey or Plans of where proposed manufactured home is to be placed; to include measurements from the proposed manufactured home to all neighboring homes/structures.
<input type="checkbox"/>	Floor Plan and footing layout – Floor plans of manufactured home and footing layout (if manufactured home is 2013 or after)
<input type="checkbox"/>	Manufactured Home Installer – License number and name of manufactured home installer
<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"/>	Seeding / Grading Permit # from Kent Conservation – if applicable
<input type="checkbox"/>	Driveway Entrance Permit # - if Applicable
<input type="checkbox"/>	Bill of Sale for new or Title for pre-owned manufactured homes
<input type="checkbox"/>	APFO School – Property in area designated as APFO – School, applicant must provide receipt from paying APFO – School fees – if applicable
<input type="checkbox"/>	Proof of payment of the 2% transfer Tax – Required if the property is owned for less than one year.
<input type="checkbox"/>	Well Permit # /or Private Water Provider letter (Tidewater, Artisian)– if applicable
<input type="checkbox"/>	Septic/Sewer Permit – If applicable

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.