



*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 – Single Family Dwelling – Residential Permit

### Guidelines

- This permit would be required if the applicant were rebuilding a Single Family Dwelling that will be rebuilt in less than 24 months after the original structure was demolished.
- 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 a driveway entrance will be created to this new building structure, the applicant must apply for a Driveway Entrance Permit from DeIDOT. Please provide the DeIDOT Permit number in the Project Description when filling out the Online Building Permit with Kent County Levy Court.
- If the property is owned for less than one year, provide proof of payment of the 2% transfer tax.

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

<input type="checkbox"/>	Plot Plans - Survey or Plans of where proposed home is to be placed; to include measurements from the proposed home to all neighboring property lines.
<input type="checkbox"/>	Construction Plans – Building plans of dwelling
<input type="checkbox"/>	Truss Certs – if applicable (truss layout, LVL certifications, and steel beam certifications)
<input type="checkbox"/>	Manual J, D & S Document – Ductwork and HVAC documentation
<input type="checkbox"/>	REScheck Document – State regulated energy codes
<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"/>	Well Permit # /or Private Water Provider letter (Tidewater, Artisan)– if applicable
<input type="checkbox"/>	Septic/Sewer Permit # – if applicable
<input type="checkbox"/>	Seeding / Grading Permit # from Kent Conservation – if applicable
<input type="checkbox"/>	DeIDOT aviation – if applicable
<input type="checkbox"/>	Driveway Entrance Permit # - if Applicable
<input type="checkbox"/>	Attorney Letter for Ag Land Preservation – if Applicable
<input type="checkbox"/>	APFO School – Property in area designated as APFO – School, applicant must provide receipt from paying APFO – School fees.
<input type="checkbox"/>	Proof of payment of the 2% transfer Tax – Required if the property is owned for less than one year.

### 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.