

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 Sign – Permit

Guidelines

- This permit would be required for signs.
- For signs not attached to a building structure:
 - DeIDOT Approval Letter – for Monument, Billboard signs, or any signs not located on the same property as the business, DeIDOT must approve the placement of the sign. 302-760-2443
 - Billboard signs will need to be approved by Kent County Planning Services. 302-744-2471

Documents Required – can be uploaded or provided to Permit Office

For signs attached to a building structure:

<input type="checkbox"/>	Drawing of the building front where the sign will be placed. Must show building height and length.
<input type="checkbox"/>	Construction Plans – showing sign dimensions and attachment detail.
<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"/>	Contract price of project

For detached signs:

<input type="checkbox"/>	Plot Plans – Showing proposed location of sign and measurements from all property lines.
<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"/>	DeIDOT Approval Letter – if sign is a monument, billboard or off premise sign.
<input type="checkbox"/>	Sealed construction plans from a Delaware Architect/Engineer.
<input type="checkbox"/>	Contract price of project.