



*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 Detached Single Family Dwelling

### Guidelines

- This permit would be required if the applicant were adding a new detached dwelling on the property.
- Plot plans of where the dwelling will be placed are required.
- Master Plans Option sheet is to be completed and submitted.
- Construction plans of the dwelling are required.
- If applicable, the applicant will submit Truss certifications.
- The applicant must submit ductwork and HVAC documentation. (Manual J, D & S)
- State-regulated energy codes document (REScheck) will be provided by the applicant and reviewed.
- 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/>
- Apply for a seeding / grading permit from Kent Conservation District.
- If the property is located in Bowers, Farmington, Felton, Frederica, Hartly, Houston, Kenton, Leipsic, Little Creek, Magnolia, Woodside, or Viola, then a town approval letter or a town permit must be provided.
- If the applicant is not the owner of the land, 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 the property is owned for less than one year, provide proof of payment of the 2% transfer tax.
- If the property is in AG-Land preservation, a letter from Parkowski, Guerke & Swayze. Please call 302-678-3262.

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

<input type="checkbox"/>	Plot Plans - Survey or Plans of where proposed dwelling is to be placed; to include measurements from all 4 property lines to the dwelling.
<input type="checkbox"/>	Master Plans Option sheet – if applicable
<input type="checkbox"/>	Construction Plans -
<input type="checkbox"/>	Truss Certs – if applicable (truss layout, LVL certifications, and steel beam certifications)
* * * * CONTINUED ON NEXT PAGE * * * *	



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## Guidelines and Checklist for Detached Single Family Dwelling - Continued

<input type="checkbox"/>	Manuals J, D & S – provided by HVAC contractor
<input type="checkbox"/>	REScheck Document – State regulated energy codes
<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"/>	Seeding Grading Permit – Kent Conservation District
<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"/>	APFO – School Receipt if applicable
<input type="checkbox"/>	Proof of Transfer Tax if applicable
<input type="checkbox"/>	DelDOT aviation – if applicable
<input type="checkbox"/>	DelDOT - Driveway Entrance Permit # or DelDOT 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.