



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 Temporary Activity

Guidelines

- This permit would be required if the applicant were applying for a temporary activity on a property.
- A temporary activity is permitted in all zoning districts provided that the activity does not occur more than 7 consecutive days or a maximum of 14 days in one calendar year. Activities exceeding this length of time will be required to make application to the Kent County Division of Planning Services. 302-744-2471
- Provide documentation regarding the purpose of the event, dates, duration and specifics regarding the location.

Documents Required – can be uploaded or provided to Permit Office

<input type="checkbox"/>	Plans should show overall dimensions and size of property, street/road frontage, and location of existing structures with dimensions from property lines, location of proposed structure with dimensions from property lines and parking area. Include location of bathroom and water facilities.
<input type="checkbox"/>	Event Purpose – Applicant is to provide the nature and dates of event, its duration and approximate number of people attending.
<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"/>	Drainage Review – Kent Conservation; general permit if applicable.
<input type="checkbox"/>	State Fire Marshall Approval – Provide approval letter by contacting State Fire Marshall at 302-739-4394.
<input type="checkbox"/>	State Board of Public Health – Provide letter from State Board of Public Health stating number of portable public restrooms required. 302-856-5496
<input type="checkbox"/>	DelDOT Approval Letter – Obtain approval letter from DelDOT for the activity – if applicable
<input type="checkbox"/>	Public Safety Approval Letter – Confirmation from Kent County Department of Public Safety stating satisfaction of safety plan. 302-739-2180
<input type="checkbox"/>	Delaware State Police Approval – Confirmation from Delaware State Police for notification of event.
<input type="checkbox"/>	Temporary Structure Engineer Review – If there are any temporary manufactured structures, an inspection by a licensed independent engineer may be required.
<input type="checkbox"/>	Owner Approval Letter is required if the applicant does not own the property

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.