

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 Manufactured Home Retirement Inspection

Guidelines

- This permit is required for applicants looking to retire a manufactured home.
- The applicant will need the title for the manufactured home, and the address on the title needs to match the address of the property.
- Application for inspection of the manufactured home to retire the title must be printed, signed, scanned. This form can be found on the Manuf. Home Retirement Tab:
<http://co.kent.de.us/manufactured-housing.aspx>
- If the property is owned for less than one year, provide proof of payment of the 2% transfer tax.
- A Manufactured Home can ONLY be retired if the Land owner is the same as the Manufactured Home Owner.

Documents Required – can be uploaded or provided to Permit Office

<input type="checkbox"/>	Title of the manufactured home with matching address
<input type="checkbox"/>	Application for Inspection of Manufactured Home signed and submitted
<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