Construction plans for any use other than residential or agricultural buildings shall be prepared and bear the seal of an Architect currently registered in the State of Delaware with the State Board of Professional Registration or an Engineer licensed with the Delaware Association of Professional Engineer (D.A.P.E.). If part of the project could be considered an engineering project, plans should be prepared and sealed by a Professional Engineer practicing in an appropriate discipline and currently registered with the D.A.P.E.

Construction Plans

Construction plans are to consist of two complete sets of plans showing the project in sufficient detail to ensure building code compliance.

The architect/engineer should provide a complete Code Summary stating all design considerations used in preparing the building including but not limited to:

- Referenced codes.
- All design loads.
- Construction type and Use group.
- ICC/ANS A117.1 requirements.

Additional Plan Requirements

- Foundation Plan and details.
- Floor Plans(s).
- Full sections and details.
- Plumbing and mechanical plan(s).

Site Plan

- For commercial properties that have 5000 sqft. of impervious coverage, Kent County requires formal site plan approval.
- Site plan approval is required for all churches or similar gathering places.
- A building permit cannot be issued until the final site plan has been received and granted approval by the Department of Planning Services.

Plot Plans

A prepared survey or scaled drawing of the property with the proposed location of the new building, proposed addition, or improvement is preferred.

A plot plan will show:

- The overall dimensions of the property.
- Street or road frontage(s) and the name of the road(s).
- Location of any existing structures and proposed structures with measurements from all four (4) property lines.
- Location of septic or hook-up to public sewer.
- Location of the septic system and the distances from any structures.
- North direction.

Floodplain Requirements

If the property is located within the 100 year floodplain, an Elevation Certificate is required at the time of permit application.

Additional Kent County Floodplain Requirements

- All structures within the 100 year floodplain are to be elevated to 18 inches above the Base Flood Elevation (BFE) unless located within Town limits where Kent County does not enforce their floodplain requirements.
PRIVATE WELL PERMIT

To get a private well permit or to update an existing well permit contact:

Department of Natural Resources and Environmental Control
Water Resources Division
Richardson Robins Building
Dover, DE 19901
(302) 739-9944

PRIVATE WELLS

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Water Resources Division
Richardson Robins Building
Dover, DE 19901
(302) 739-9944

ON-SITE SEPTIC SYSTEM

Private on-site septic system:

• For site evaluation procedure, final septic design approval, or to update an existing permit/system, an Ownership Verification form must be obtained from the Kent County Inspections and Enforcement Service Center to present to DNREC.

Department of Natural Resources and Environmental Control
Water Resources Division
Richardson Robins Building
Dover, DE 19901
(302) 739-9947

HIGHWAY ENTRANCE PERMIT

An Ownership Verification form must be obtained from the Kent County Inspections and Enforcement Service Center to submit to DELDOT.

Department of Transportation
Central District Building
930 Public Safety Blvd.
Dover, DE 19901
(302) 760-2433

THE FOLLOWING REQUIREMENTS MUST BE PROVIDED FOR A BUILDING PERMIT FOR COMMERCIAL BUILDINGS

• Ownership information, address, and phone number.
• Letter of permission. (Refer to number three under Ownership Information.)
• Private well permit. (Updated after one year.) (DNREC #7)
• Septic permit. (Updated after one year.) (DNREC #7)
• Sewer permit. (Kent County Administrative Complex.)
• Highway Entrance permit. (DELDOT #16)
• Kent Conservation.
• Two sets of plot plans.
• Two sets of sealed construction drawings.
• Energy Code compliance. (COMcheck)
• State of Delaware Fire Marshall approval.
• Recorded site plan.
• Certificate of Use.
• Public Health approval.
• Contract price.
• Elevation Certificate. (Only for properties located in 100yr floodplain.)
• If the property is located within town limits of jurisdictions not handled by Kent County, a permission letter/permit verifying town approval of the project is required.
• Beach preservation. (Located from Pickering Beach southward that are on the shoreline.) (Contact DNREC at (302) 739-9921.)

OWNERSHIP INFORMATION

1. Property owner name, address, and telephone number.
2. If applicable, building owners name, address, and phone number if different from property owner.
3. Written permission is required from the property owner when renting or leasing a property.

SANITARY SEWER SYSTEM

1. Obtain a sewer permit from the Kent County Administrative Complex. Phone number (302) 744-2430.
2. A sewer impact fee may be required.
3. One set of construction drawings submitted to the Public Works Department.
4. Wastewater inspection must be approved prior to the issuance of a Certificate of Occupancy.

KENT CONSERVATION PERMIT

A general permit for Sediment and Storm Water Management if the building or addition exceeds 2500 sqft.

Kent Conservation District
800 Bay Rd., Suite 2
Dover, DE 19901
(302) 741-2600, Extension 3

STATE OF DELAWARE FIRE MARSHALL APPROVAL

State of Delaware Fire Marshall approval is required for all commercial permits.

Plans are submitted to:

State of Delaware Fire Marshall
State Fire School Grounds
1537 Chestnut Grove Rd.
Dover, DE 19901
(302) 739-4394

EMERGENCY COMMUNICATIONS FOR BUILDINGS OVER 25,000 SQUARE FEET

Division of Communications
Mark A. Grubb
Division of Communications
Delaware Department of Safety and Homeland Security
3050 Upper King Road
Dover, DE
Office (302) 739-4207
Cell (302) 387-5777
Mark.grubb@state.de.us