

Permitting Requirements Finished Basements

Kent County, Delaware



REQUIRED DOCUMENTATION

When you're ready to apply, please upload the following:

- [construction drawings](#) for finished basements
 - **FLOOR PLAN** | The floor plan must show the entire basement level, even areas not being finished within this scope of work. Label any areas not being finished as "unfinished".
 - All rooms to be finished shall be dimensioned and labeled with the intended use (example: "Recreation Room").
 - Show all existing and proposed smoke detectors (and/or carbon monoxide detectors as required). There must be at least one smoke detector on the level.
 - The basement level must feature at least one Emergency Escape & Rescue Opening (EERO). Indicate the location of the existing exterior door or egress window. If an egress window must be installed, the manufacturer's specifications for the proposed window are required.
 - **CROSS SECTION** | You may develop your own drawing or use our generic [Finished Basement Cross Section Detail](#). If you choose to use the generic detail, please print only page 1 of the linked file and fill in the blanks to submit along with your floor plan.

PLOT PLAN | If an egress window well or stairway is to be constructed with this project, a plot plan showing the distances from the proposed element to the property lines will be required. Review the plot plan checklist on page 2 of our [Plot Plans Guide](#) to verify your drawing is complete.



Projects within the limits of a town require a permit or other written approval from the town's Zoning official. The County will perform the construction plan review and inspections on behalf of the Town.



UTILITIES | Permits for electrical and plumbing are issued only by the State of Delaware. Your sub-contractor will obtain the required permits.



If the homeowner is acting as his or her own sub-contractor for the electrical and plumbing scopes of work, click the icons to the left of this paragraph to visit the State agencies' web pages for more information about homeowner's permits.

All permit applications are available online with the transition to the My Government Online permitting system. Click the image below to be linked to their website and create your account.



For technical support with the creation of your account or any questions regarding the online portion of your permit application process, please call the customer support center for My Government Online at (866)957-3764.

You may access the [Customer Help Guide](#) from the Kent County Levy Court website for step-by-step account setup instructions.

SETBACK INFORMATION

Setbacks for a project located . . .

- outside of town limits may be obtained from the Kent County Planning Services Department at (302)744-2471 or planning@kentcountyde.gov.
- within the limits of a local municipality are determined by said Town's zoning official.



BEDROOM SPECIAL REQUIREMENTS

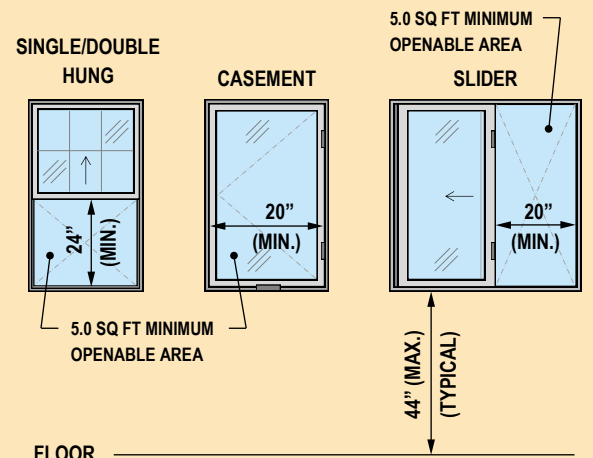


Smoke detectors. A smoke detector is required within each bedroom AND outside of any bedroom within 10 feet of the bedroom door.

Carbon monoxide detector. A carbon monoxide detector must be installed outside of any bedroom within 10 feet of the bedroom door (installed unit may be a combination smoke and carbon monoxide detector).

Additional bedrooms at properties served by on-site wastewater (septic) systems. A septic system is rated according to the number of bedrooms which it can serve. Additional bedrooms will not be approved by the local jurisdiction without D.N.R.E.C. documentation proving that the septic system is rated to handle the total number of bedrooms (proposed and existing).

Emergency Escape & Rescue Opening (EERO). Each bedroom must feature direct access to the outdoors via a door or window. Egress windows below grade shall have an unobstructed opening of not less than 5.0 sq ft.



Kent County Levy Court
Department of Planning Services
555 Bay Rd
Dover, DE 19901

Contact Us
(302) 744-2451
inspections@kentcountyde.gov
Permitting Requirements [Home Page](#)



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