

# Permitting Requirements Single Family Dwellings

Kent County, Delaware



## REQUIRED DOCUMENTATION

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

- [plot plan](#) (click the link for more information)
- [construction plans](#) (click the link for more information)
- design certifications for each engineered component (such as roof or floor trusses, I-joists, LVLs, steel beams, etc.) to be used on this project must be obtained from the manufacturer. The location of each component must be specified on the construction plans or on a dedicated plan specific to that component type.
- energy code compliance documentation
  - HVAC Load Calculations (Manuals J, D, and S)  
The Manual J, Manual D, and Manual S provide critical technical information about the HVAC equipment for a residential application.  
Manual J: Residential Load Calculation  
Manual D: Residential Duct System  
Manual S: Residential Heating and Cooling Equipment Selection
  - REScheck™ report  
A REScheck™ report will outline the tradeoffs required to comply with the current energy code when the design of the structure does not meet the minimum energy standards in one or more areas.

The above list represents the minimum information needed to apply for a single family dwelling permit. Additional documentation may be required depending on the project location and local environmental conditions. More information about these additional documents may be found in our [Single Family Dwellings](#) brochure.

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](mailto:planning@kentcountyde.gov).
- within the limits of a local municipality are determined by said Town's zoning official.

An existing dwelling on the same property may be lived in during the construction of the new home, but the existing home must be demolished within 30 days of the issuance of the Certificate of Occupancy for the new dwelling.

area reserved for future use

**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.



## ADDITIONAL REQUIRED APPROVALS

For the application to be issued as a permit, the following approvals from other agencies will be required.



**Highway Entrance Permit | DelDOT** DelDOT may issue a *Letter of No Contention* for the reuse of an existing driveway entrance instead of an actual permit. Click the icon to the left for additional information.

### Wastewater Disposal/Sewerage



**Septic Permit | D.N.R.E.C.** Click the icon to the left to access a collection of forms and resources related to the permitting of on-site wastewater treatment and disposal systems.

OR



**Sewer Connection (or Capping) Permit | Kent County Public Works** Application will be automatically generated and invoiced by Public Works.

### Domestic Water



**Well Permit | D.N.R.E.C.** This application must be submitted to D.N.R.E.C. by a licensed water well contractor. However, the application form can be found by clicking on the icon to the left.

OR



For properties served by a utility water supply company, we will accept an agreement to supply this property with domestic water on their company's letterhead with a representative's signature.



### Soil Conservation Permit | Kent Conservation District

Click the icon to the left and look for the "Residential Standard Plan Application" form under the "Standard Plans" section.



**Town** Projects within a town's jurisdiction require a permit or signed letter from that town's Zoning official.



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

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



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