

## SEALED CONSTRUCTION PLANS

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.

DEPARTMENT OF  
PLANNING SERVICES

## COMMERCIAL STRUCTURES



DEPARTMENT OF PLANNING SERVICES  
DIVISION OF INSPECTION &  
ENFORCEMENT

Kent County Administrative Complex

555 Bay Rd.

Dover, DE 19901

Phone: 302-744-2451 or 302-744-2452

Fax: 302-736-2123

Handicapped Accessible

[www.co.kent.de.us/inspections-enforcement.aspx](http://www.co.kent.de.us/inspections-enforcement.aspx)

**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.

**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

**On-site Wastewater Permit**

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 permit may be updated or issued by DELDOT

**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