

## 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 well
- 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, a Elevation Certificate is required at the time of permit application.

Kent County Code Article XXIV requires:

1. Structures within the 100-year floodplain are to be elevated to 18 inches above the Base Flood Elevation (BFE) unless located in town limits. For structures in Coastal High Hazard areas, the lowest horizontal structural member is to be elevated 18 inches above Base Flood Elevation (BFE).
2. All mechanical and utilities located in the 100-year floodplain must be elevated 18 inches above Base Flood Elevation (BFE).

Kent County requires:

- A complete Elevation Certificate prepared by a Professional Surveyor or Engineer licensed in the State of Delaware.
- If the structure is to be elevated on pilings, plans prepared by an Engineer or Architect licensed in the State of Delaware

### 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**

**DIVISION OF INSPECTIONS & 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 A MANUFACTURED  
HOME**

- Proof of manufactured home ownership. Title in the new owner's name or contract of sale.
- 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. (Update after three years.)
- \* **See Kent Conservation Permit Requirements.**
- State of Delaware Realty Tax. (For property owned less than one year.)
- Two sets of plot plans.
- 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 DENREC at (302) 739-9921.)
- Manufactured home installer's name and license number.

3. Written permission is required from the property owner when renting or leasing a property.
4. Building permits cannot be issued to property owners who are delinquent in payment of County taxes or in violation of Kent County Codes for the builder or property owner.

**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  
89 Kings Highway  
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  
89 Kings Highway  
Dover, DE 19901  
(302) 739-9944

**Ownership Information**

1. Title required in owner/applicant name.
2. New manufactured home not previously titled requires contract of sale or Certificate of Origin.

**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.

**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) 760-2413

- The permit may be updated or issued by DELDOT

**Kent Conservation Permit**

A general permit for Sediment and Storm Water Management for a new placement or replacements larger in size than what is being replaced.

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