

# CONSTRUCTION PLAN REQUIREMENTS

## Construction Plans

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

Typical construction plans consist of:

- Foundation plans and details
- Floor plans
- Typical Cross Sections
- Elevation drawings
- Completed energy form (2018 REScheck)
- Manual-J, Manual-D, and Manual-S if applicable
- Truss Certifications and Truss Layout from the manufacturer

## 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 dimensions.
- 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.

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)

DEPARTMENT OF  
PLANNING SERVICES

SINGLE  
FAMILY  
DWELLINGS



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<http://www.co.kent.de.us/mgo.aspx>

**THE FOLLOWING REQUIREMENTS  
MUST BE PROVIDED FOR A  
BUILDING PERMIT FOR A SINGLE  
FAMILY DWELLING**

- Ownership information, address, and phone number.
- Private well permit. (Updated after one year.) (DNREC #7)
- Septic permit. (Updated after one year.) (DNREC #7)
- Sewer permit. (Updated after 18 months.) (Kent County Administrative Complex.)
- Highway Entrance permit. (Updated after seven years.) (DELDOT # 16) **\* See Highway Entrance Permit requirements.**
- Kent Conservation. (Update after three years.)
- State of Delaware Realty Tax. (For property owned less than one year.)
- plot plan
- construction drawings
- Energy Code compliance. (2018 REScheck)
- Manual-J, Manual-D, and Manual-S if applicable
- Truss Layout & Certifications, if applicable
- 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.
- Watershed Stewardship. (Located from Pickering Beach southward that are on the shoreline.) (Contact DENREC at (302) 608-5496.)

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.
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) 739-9947

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 .

Kent Conservation District

1679 S. Dupont Hwy  
Dover, DE 19901  
(302) 608-5370