

**NEW RESIDENTIAL
HOMES REQUIREMENTS
For PERMIT**

1. Water information has to be taken care of especially if it is a well – permit needs to be pulled (\$100.00) and when complete and ready well inspection (\$300.00) has to be done. If Kent County Water you need to go to them and have them sign off on given paperwork.
2. Sewer application must be applied for an approved or ISDS has to be taken care of before the next steps below.
3. Route slip – you need to go to the Tax Assessor’s for house Number and confirm plat & lot. Then Tax Collector’s.
4. (3) Sets of plans – they have to be stamp by fire department
5. Complete – all applications with proper information signatures from contractor’s, copies of their license and fill out plot plan given with package.
6. Once all the above is complete you can drop off your package to Planning, Zoning & Engineering for sign off. When signed off they will bring it over to Building Department for review.
7. **Now that all the above is complete, the Permit is ready to be issued.