

# KENT COUNTY APPLICATION FOR BUILDING PERMIT

Instructions are available [here](#).

For Office Use Only: Permit # _____ Application Fee \$ _____ EHD Fee \$ _____
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1) **PROPERTY OWNER'S NAME** \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
How would you like to be notified when the permit has been approved?  Phone  Email In-Person pick-up is preferred.

2) **PROPERTY ADDRESS:** \_\_\_\_\_ City: \_\_\_\_\_  
District: \_\_\_\_\_ Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Acres/ SF: \_\_\_\_\_ Deed Ref.: \_\_\_\_\_  
Proposed Work: \_\_\_\_\_  
**OFFICE USE:** New Address: Y / N Floodplain: A / C Zoning District: \_\_\_\_\_

3) **Market Value of Work \$** \_\_\_\_\_ A rental:  No  Yes / A cemetery on the property:  No  Yes

4)  **Site Plans – Existing & Proposed.** Please show the location of the existing property and proposed building with the setbacks and distance from the building to the property lines (front, left & right side, and rear) and the locations and distances of the well and/or septic.  
**Setbacks:** Front/Waterfront \_\_\_\_\_ Distance to Well \_\_\_\_\_  
Left Side \_\_\_\_\_ Distance to Septic \_\_\_\_\_  
Right Side \_\_\_\_\_ Trees Removed (Sq. Footage) \_\_\_\_\_  
Rear \_\_\_\_\_ % Slope \_\_\_\_\_  
Distance to Mean High Tide \_\_\_\_\_ Area of Existing Lot Coverage \_\_\_\_\_ (see worksheet)

5) **Type of Construction:**  Accessory Bldg. ( Shed /  Pole Bldg.)  Agriculture  Lean-to  
 New Single-Family Dwelling  Replacement Single-Family Dwelling  Stick Built  Modular  Mobile Home  
 Residential Addition  Residential Renovation  Deck/Porch  Pool / Hot Tub  
 Commercial Addition  Commercial Renovation  New Commercial Building  
 Pier/Shoreline  MDE  Comm Tower/Antennas  Solar  Other \_\_\_\_\_  
 Electronic Plans Provided

**\*Improvements:**  \*Electric  \*Plumbing  \*HVAC  \*Fireplace/Chimney **\*MDIA Inspection will be required.**

6) **Dimensions:**  First Floor \_\_\_\_\_ SF  Accessory Bldg. \_\_\_\_\_ SF  
 Second Floor \_\_\_\_\_ SF  Deck  Porch \_\_\_\_\_ SF  
 Basement \_\_\_\_\_ SF  Pool  Hot Tub \_\_\_\_\_ SF  
 Attached Garage  Detached Garage  Carport \_\_\_\_\_ SF  Other \_\_\_\_\_ SF  
 Height of Structure: \_\_\_\_\_ FT  LOD \_\_\_\_\_ SF  
 **Bedrooms:** Existing \_\_\_\_\_ New \_\_\_\_\_ Total \_\_\_\_\_  **Bathrooms:** Existing \_\_\_\_\_ New \_\_\_\_\_ Total \_\_\_\_\_

7) **Water & Sewer** Type of Sewage Disposal:  Private Septic  Public Sewer State Road:  New  Existing  
Type of Water Supply:  Private Well  Public Water County Road:  New  Existing  Private

8) **Contractors** Maryland Sediment & Erosion Control Certification # \_\_\_\_\_  
**\*Builder:** \_\_\_\_\_ MHIC License # & Expiration Date \_\_\_\_\_  
Address: \_\_\_\_\_ NHBR# & Expiration Date \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
**\*Electrician:** \_\_\_\_\_  
Address: \_\_\_\_\_  Registered w/Kent Co # \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
**\*Plumber:** \_\_\_\_\_  
Address: \_\_\_\_\_  Licensed with Kent Co # \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
**\*HVAC:** \_\_\_\_\_ License # & Expiration Date \_\_\_\_\_  
Address: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

**\*Inspections are Required unless exempted by other regulations.**  
9) I hereby certify and agree that  **Authorization** (If applying on behalf of the property owner)  
1) I am authorized to make this application,  
2) That the information is correct,  
3) I grant County Officials the right to enter on the property for the purpose of inspecting the work permitted and posting notices.

Date: \_\_\_\_\_ Applicant's Name (PRINT): \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_