

KENT COUNTY BUILDING PERMITS

Help Us Approve Your Application & Permit Faster

This checklist is for contractors and homeowners submitting building permit applications. Applications missing the required items below will be returned for corrections before plan review begins.

Review time begins once a complete application is received and application fee is paid.

Checking these items before submitting your application will help prevent delays.

Check These 3 Things Before You Submit

1. Are your plans uploaded as PDFs (not photos or other file types)?

Plans must be submitted as **clear, scalable PDFs** so reviewers can measure drawings accurately.

Not accepted: photos or image files (JPG, PNG, HEIC), Word/Excel/PowerPoint files, or CAD files (DWG, DXF, etc.).

2. Do your plans include the required drawings, dimensions and labels?

Depending on the project, plans may need to show:


- Plot plan with dimensions
- Foundation plan
- Floor plan for each level
- Room dimensions
- Room use labels
- Roof plan
- Cross-sections
- Elevation views
- Structural details
- Existing conditions for renovation projects
- Life safety details, including smoke detectors and carbon monoxide alarms where required
- Guardrail and handrail details, where applicable

3. Did you include required supporting documents?

Depending on the project, you may need:

- Roof truss layouts and floor joist layouts
- Beam certifications
- Energy code information
- REScheck or COMcheck
- HVAC documentation
- Sealed plans, when required
- Town approval, where applicable

Upload Plans the Right Way

 PHOTO OF PLANS	✓ SCANNED PDF
Taken with phone camera	Scanned document
Hard to read	Clear and readable
Cannot be scaled or measured	Can be scaled for plan review

*Tip: Most smartphones have a **document scan feature** that creates a clean PDF.*



How to Scan Plans with Your Phone

Most smartphones have a **built-in document scanner** that creates a proper PDF.

iPhone

1. Open the **Notes** app
2. Tap the **Camera icon**
3. Select **Scan Documents**
4. Save as a **PDF**

Android

1. Open the **Google Drive app** or camera app
2. Tap **Scan**
3. Save as **PDF**

✓ This creates a **clear, flat PDF that can be scaled for plan review.**

 **Do not upload photos of plans.**

Top 10 Reasons Permit Applications Are Returned


1. Plans submitted as photos or incorrect file types
2. Missing or incomplete construction plans
3. Missing plot plan or plot plan without dimensions
4. Missing room dimensions, room labels, or existing conditions for renovations
5. Missing deck framing details
6. Missing engineered component information
7. Missing energy code information

8. Missing life safety details
 9. Accessory structure exceeds zoning limits (*Check with Planning first*)
 10. Missing required approvals or project-specific documents
(*Town approval, sealed plans, solar/fireplace details, HVAC documentation, etc.*)
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Questions Before You Apply?


Kent County Inspections & Enforcement

 Inspections@kentcountycle.gov

 302-744-2451

Planning Questions

 Planning@kentcountycle.gov

 302-744-2471

