



City of Dover - BUILDING PERMIT APPLICATION

15 Lookerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217
permitsandlicenses@dover.de.us

Project Address/Tax Parcel Identification Number	
Applicant's Name	
Owner Name and Address _____	Phone # () _____
E-mail address: _____	
Contractor Name and Address _____	Phone # () _____
E-mail address: _____ Dover Business License # _____	
BUILDING DETAILS	
Proposed Occupancy _____ Type of Construction _____ Change in Occupancy or Use? Yes or No If yes, describe the previous use _____	Type of work: () New () Addition () Demolition () Renovation – Interior ___ Exterior ___ () Roof – tear off ___ overlay ___ # of layers _____ () Alteration () Siding () Solar panels () Full Building Demolition () Selective Demolition () Fence - Height _____ () Pool () Elevator () Shed () OTHER _____
Number of Stories _____ Total Height in Feet _____ Total Land Area to be Disturbed (in SF) _____ Proposed Occupant Load _____ Square Footage All Floors _____ Total Work Area (in SF) _____	Description of Work: Estimated Value of Construction: _____
Sprinkler System? Yes or No _____ Fire Alarm System? Yes or No _____	

**Before You Dig! Call Miss Utility 1-800-282-8555 or other authorized locator.
Attention! Please post your issued permit on site and visible from the street.**

Office Use Only	
Permit Number _____	
Roll Plans	Fold Plans
CD/Email	
Date Received _____	
Date Issued _____	
Flood Plain Y N Taxes Y N	
Public Works Y N KCD Y N	
Impact Fee Fixtures Sheet Y N	
C/O Required _____	
Review Approvals	
() Building Plan	Date____ Initials____
() Fire Plan	Date____ Initials____
() Zoning / Site Plan	Date____ Initials____
Total Fee _____	
Fees Paid ()	
Check # _____ Cash _____ Credit _____	
Collected By _____	
Certification in Lieu of Oath	
I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.	

Signature	

Print Name	

Date	



CITY OF DOVER DEPARTMENT OF WATER & WASTEWATER

PO Box 475
Phone: 302-736-7025

Dover, DE 19903
Fax: 302-736-4217

RENOVATION CHECKLIST FOR PLUMBING AND BUILDING PERMIT APPLICATION

The City of Dover's Water / Wastewater Handbook defines a renovation project as any project which proposes to change the character of the water and/or wastewater service at a subject location. Examples of such changes include, but are not limited to, changes in plumbing fixture quantity, changes to the size of the water line serving the location, changes to the size of the sanitary sewer line serving the location, and/or relocation of the water meter, water line and/or sewer line serving the location. All renovation projects are required to bring the component of the water and/or wastewater service to be changed up to current standards and specifications as part of the proposed project.

In order to determine if your project requiring a Plumbing or Building Permit is applicable please complete the following checklist. If you answer "Yes" to any of the questions below your project may be subject to the renovation project requirements of the Department of Public Works.

In addition to the water / wastewater concerns, the Department of Water & Wastewater is requiring further questions related to the multiple divisions within this Department. These divisions include sanitation, grounds, streets and storm sewer. Each division could be impacted by a plumbing or building permit application. The purpose for the questions related to the aforementioned divisions is to assure the City of Dover as well as the property owner, that all services to the property can be maintained according to the current code.

If there is a recorded easement on your property, such as, but not limited to, utility, cross access, drainage, then building a structure, including a fence, within the easement is prohibited. The purpose of an easement is to allow the proper authorities access to their infrastructure. This cannot be accomplished with a structure built above a piece of infrastructure.

This form will be forwarded to the Department of Water & Wastewater and you will be contacted directly by a representative of the Department, within five (5) business days, regarding specific requirements and additional information that may be required. All requirements will be provided under separate cover to the applicant from the Department of Water & Wastewater and copied to the Planning and Inspections Department in order to confirm completion with the Department of Water & Wastewater prior to final inspection. As such, no delay in the receipt of your Plumbing or Building Permit will occur.

