



# MEMORANDUM

Department of Planning, Inspections & Community Development  
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DATE: December 28, 2022

TO: Citizens of Dover

FROM: Mary Ellen Gray, AICP, Director of Planning, Inspections and Community Development

SUBJECT: Changes to the Rental Dwelling Permit Program

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On November 28, 2022, City of Dover Council adopted revisions to the Rental Dwelling Permit program. These revisions require proof of insurance coverage for each rental property from the owner, require a property manager if the owner lives outside of Kent County, and raises the fees rental permits which are more in line with other Delaware jurisdictions as well as helping defray rising costs for inspections. Specifically, these revisions include:

- Property owners shall provide proof of insurance coverage for each rental property
- A property manager is required if the owner lives outside of Kent County (cannot be the lessee of the property)
- Fees have increased:
  - Single Family dwellings, each dwelling - \$200.00
  - Townhouse dwellings, each dwelling - \$200.00
  - Duplex units, each dwelling unit - \$200.00
  - Apartments (first 3 units) - \$200.00 total
    - Each additional unit after 3 - \$50.00/each
  - Condo Units, each unit - \$75.00
  - Short Term Rental Properties - \$200.00

These changes will be in effect for the 2023 licenses.

The bills will be sent out the first week of January and will be due January 31, 2023.

Question may be directed to the Permitting and Inspections Department at (302) 736-7010.

Thank you.