

FEE PAID _____

LICENSE # _____

CHECK # _____

CASH _____

RECEIVED BY _____

CREDIT _____

APPLICATION FOR RENTAL DWELLING PERMIT

City of Dover
Department of Planning and Inspections
P.O. Box 475
Dover, Delaware 19903
(302) 736-7011

Address of Rental Building _____

**Apartment or Condo numbers or letters in this building _____

Name of Owner _____

Address of Owner _____ Phone _____

Name of Agent or Contact _____ Phone _____

(Required if owner lives outside of Kent County)

Address _____

License to be mailed to: Owner or Agent

TYPE OF RENTAL DWELLING BUILDING AND FEE (CIRCLE ONE)

****PLEASE CALL 302-736-7010 FOR PRO-RATED AMOUNT**

- 1.) **Apartment Building** - \$100 FOR FIRST THREE UNITS, \$35 FOR EACH ADDITIONAL UNIT - **NUMBER OF UNITS** _____
- 2.) **Single Family Detached Dwelling** \$100 PER UNIT
- 3.) **Mobile Home** \$100 PER UNIT
- 4.) **Duplex Unit** \$80 PER UNIT
- 5.) **Townhouse Unit** \$80 PER UNIT
- 6.) **Condo Unit** \$35 PER UNIT
- 7.) **Apartment in Owner Occupied Home** \$35 PER UNIT

DATE

OWNER/AGENT SIGNATURE

Fax form to: (302) 736-4217

Email form to: permitsandlicenses@dover.de.us

Internal Use Only

Code Enforcement Approved by _____ Date _____ Parcel ID _____

Zoning Approved by _____ Date _____

Will this rental provide any of the following:

Yes/No Day Care use to include, but not be limited to adult day care, child day care, home day care, or nursery

Yes/No Residential Board and Care to include, but not be limited to: group housing arrangement for physically or mentally handicap persons, group housing arrangement for the elderly that provides personal care services but does not provide nursing care, facilities for social rehabilitation, alcoholism, drug abuse, or mental health problems that contain group housing, assisted living facilities, or other group housing that provide personal care services but not nursing care.

If yes to either of these questions: A letter will need to be provided stating exactly what is taking place at the residence. The Chief Building Inspector, Fire Marshal, and a Planner will review the letter and conduct an onsite walk through to discuss any items which may be required per code before the rental license can be issued and the property be occupied.

If no to either of these questions and if the residence is found to be conducting one of the occupancy classifications listed above, the rental license will be suspended until the residence is brought into code compliance.

DATE

OWNER/AGENT SIGNATURE

Internal Use Only

Life Safety

Approved by _____ Date _____

Revised 11/30/18