



Department of Planning, Housing, and Zoning
Building Permit Checklist

New and/or Replacement Wood/Propane/Pellet Burning Stoves

Please find below the items needed for submitting a permit for a new and/or replacement wood/propane/pellet burning stove(s). If you have any questions, please do not hesitate to call the Department of Planning, Housing, and Zoning at 410-778-7423.

- 1) Kent County Building Permit Application
- 2) Permit Fee
- 3) Two Sets of pamphlet/manufacturer's specifications of the stove
- 4) Site Plan
- 5) Letter of Authorization (*if applying on behalf of the property owner*)

Once the completed application, fee and accompanying documents are received, the Department of Planning, Housing, and Zoning will forward the application to other agencies for their review and approval, if applicable. You may be contacted directly by those agencies with questions concerning your application. Any questions concerning other agency review should be directed to that agency.

Once the application is approved, you will receive an approved building permit and permit card which is to be posted on the property. You will contact the Middle Department Inspection Agency (MDIA) for inspection(s). The phone number for MDIA is 410-822-8300. Please be sure to provide your permit number to the MDIA office.

_____ 1. *Kent County Building Permit Application:*

Please tailor this application to the wood/propane/pellet burning stove. For example, the square footage of the first floor, second floor, etc. of the house is not needed. The property owner must either sign the permit or provide a letter authorizing an agent to act on his/her behalf.

_____ 2. Permit Fees: Kent County Building Permit: \$70.00
(*check payable to the County Commissioners of Kent*)

_____ 3. Two sets of pamphlet/manufacturer's specifications of the stove

_____ 4. Site Plan/Aerial image of the property