



PERMIT PERMISSION LETTER REQUIREMENT AND PROCESS

Permit Permission Letters (PPL) are required for new builds and for repairs to an existing structure that require a Building Permit from the Kent County Department of Planning and Building Permits (Kent County) with offices located at Kent County Levy Court, 555 Bay Road, Dover, DE 19901. Prior to requesting a PPL from the Town of Leipsic (Town), property owner(s) are encouraged to consult with Kent County as to permit necessity, requirements and cost.

When it is determined that a Building Permit is required by Kent County, the property owner(s) is required to:

1. Submit a written request for a PPL to the Town of Leipsic Planning Commission (Planning Commission) at 207 Main Street, Leipsic, DE 19901 or planningcommission@leipsicde.us. Each written request must include: property owner(s) full name; property address; phone number; email address (optional); and date of planned project work.
 - a) New building requirements are: a plot plan showing placement of the structure, type of structure, e.g., single family home, garage, shed, extension; setbacks; well location (if applicable); and any special conditions that may potentially infringe upon adjacent or surrounding properties.
 - b) Repairs to existing structure requirements are: a written description of project work, e.g., window replacement, new siding, new roof.
2. Upon completion of review by the Planning Commission, a written recommendation for issuance or declination will be made to the Town of Leipsic Town Council (Council) for its consideration.
3. Only Council, with unanimous vote, is empowered to approve a PPL. Except for emergency projects, e.g., torn off roof, PPLs are issued at Town meetings held the first Monday in January, March, May, July, September and November. Property owner(s) are encouraged to attend the Council meeting. In the event Council declines to issue a PPL, the property owner(s) may resubmit a request for reconsideration taking into account the reasons for the declination.
4. Permit Permission Letters are valid for one year from date of issuance. There is no cost to securing a PPL.
5. The property owner(s) has sole responsibility for applying for a Building Permit from Kent County, as well as any cost associated with the application/permit and compliance with all of the requirements of the Building Permit whether such requirements are known or unknown by Council in issuance of the PPL.

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