



## CITY OF DOVER DEPARTMENT OF PUBLIC WORKS

PO Box 475

Phone: 302-736-7025

Dover, DE 19903

Fax: 302-736-4217

### **PUBLIC WORKS 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 Public Works 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 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 Public Works 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 Public Works and copied to the Planning and Inspections Department in order to confirm completion with the Department of Public Works prior to final inspection. As such, no delay in the receipt of your Plumbing or Building Permit will occur.

Brief Description of Work (To Be Completed by Applicant):

To Be Completed By Planning & Inspections Staff

Building Permit #:

Plumbing Permit #:

C/O Required: Y/N

<b>WORK SITE LOCATION</b>	Address:
	Parcel ID:

Applicant (Owner or Contractor)	
Contact Person	
Mailing Address	
City, State, Zip	
Telephone	
Fax	
E-mail Address	

Does Your Project Propose . . .	Yes	No	If Yes, Describe
an increase or decrease to the quantity of plumbing fixtures at the location?			
a change in size of the water line serving the location?			
a new water irrigation system?			
a change in size of the sanitary sewer line serving the location?			
relocation of the water meter?			
relocation of the water line serving the location or any associated appurtenances?			
relocation of the sanitary sewer line serving the location or any associated appurtenances?			
any work within the right-of-way?			
any proposed sidewalk work?			
any proposed concrete work?			
any alteration to any storm drain infrastructure?			
any proposed curb alteration, i.e., new driveway to property?			
any proposed scaffolding to renovate building exterior?			
any proposed tree or shrub plantings within the right-of-way?			
an upgrade in sanitation service?			
a relocation of the existing trash pick-up location?			

EASEMENT*	Yes	No
Is there any existing easement on this property? (utility, drainage, cross access, etc.)		

*\*-It is prohibited to build any structure within an existing easement.*

*I hereby certify that the information provided above is correct and acknowledge that should any differences be identified throughout the course of the project that all renovation project requirements still apply.*

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

THIS FORM MUST BE COMPLETED AND TURNED IN WITH PLUMBING PERMIT APPLICATION OR BUILDING PERMIT APPLICATION.