



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
BOARD OF ELECTRICAL EXAMINERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV

APPLICATION FOR HOMEOWNER PERMIT INSTRUCTION SHEET

General Information

- Homeowner permits are required for new construction, renovation, and any work that requires a building permit. Generally, homeowners' permits are not required for replacement in kind.
- A dwelling must be on the site or under construction before a homeowner's permit is issued.
- Homeowner permits cannot be issued for homes that are for sale or rent.
- ***Only owner-occupants who perform the work themselves qualify for homeowner permits.***
- A homeowner is not permitted to install his or her own internal wiring, electrical work or equipment associated with a hot tub or a swimming pool.
- A homeowner's permit issued for a mobile home on a leased lot authorizes feeder installation for the mobile home itself but does *not* include installation or repair of service equipment.
- If a homeowner permit is approved for a dwelling on a lot, other structures on the same lot, such as a non-commercial garage, are also covered unless prohibited under Section 14.0 of the Board's [Rules and Regulations](#).

Permits are valid for only one year and are not renewable.

Filing Application

- Submit proof of home ownership (any of the following):
 - copy of the **official, signed Deed with Recorder of Deeds stamp** which has been recorded at the County Recorder of Deeds Office. If you need a copy, contact the county office where the home is located: New Castle County (302) 395-7700, Kent County (302) 744-2314, Sussex County (302) 855-7785, **or**
 - copy of the long term lease, e.g. 99 years, if the site of the dwelling is part of a community where title to the land is not conveyed by deed to the homeowner, **or**
 - copy of the title to a mobile home, **or**
 - written contract of sale, signed by the parties, for a mobile home that includes the names of the buyer, seller, contract price, date of sale, and identification number of the mobile home
- Copy of the homeowner's driver's license or other photo identification.
- Processing fee of \$35 by check or money order made payable to "State of Delaware." Cash is not accepted.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
 - *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

Allow 10 days for processing. To verify that a permit has been issued, check the Board's website at dpr.delaware.gov and click on [Verify License Online](#).

Having Work Inspected

Contact one of the inspection agencies below in these situations:

- *Before installing dry wall*, contact an inspection agency for a “rough in” inspection.
- *Within five days of starting the work*, you must contact one of the following inspection agencies to have the electrical work inspected
- If you have any questions about the electrical code, contact an inspection agency.

DELAWARE INSPECTION AGENCIES

Name	Address	Phone
American Inspection Agency,	Drummond Plaza Office Park, Suite 3106 Newark 19711	(302) 292- 2000 or (877) 242-1300
Building Inspection Underwriters	Suite 1-C, Liberty Plaza Newark 19711	(302) 266-9057
First State Inspection Agency	Office Park Bldg. 240, Suite 100 B Newport 19804	(302) 683-0400
First State Inspection Agency	111 South Race St. Georgetown, 19947	(800) 468-7338 (302) 856-3517
Middle Department Inspection Agency	2024 Duncan Rd, The Antonio Plaza Marshallton, 19808	(800) 222-MDIA (6342) (302) 999-0243 (302) 378-1145 (302) 856-2218
National Code Inspection Agency	14514 Oak Road Greenwood 19950	(302) 349-9020
United Inspection Agency	2308 Forestwood Dr. Wilmington 19810	(302) 475-1739



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APPLICATION FOR HOMEOWNER PERMIT

HOMEOWNER INFORMATION

1. Name: _____
2. Have you been issued a U.S. Social Security Number? Yes No If Yes, enter your SSN: _____
If No, you must file a [Request for Exemption from Social Security Number Requirement](#).
3. **Mailing Address:** _____

City State Zip code
4. Daytime Phone: _____ 5. Email: _____

INFORMATION ABOUT LOCATION WHERE WORK IS TO BE DONE

5. **Location Address** of Work: Give street name and number, or county road number, or development's name and lot number. *Do not use R.R. and box number.*

Street City DE Zip code

6. Is the work (check one): New Construction or Renovation
7. Is the home for sale? Yes No
8. Do you currently live in your home or do you intend to live in it when the work is done? Yes No
9. Is it your vacation home which is not for rent? Yes No
10. Is the home or any part of it rented? Yes No
11. Is it a mobile home? Yes No

INFORMATION ABOUT ELECTRICAL WORK

12. Are you, as the homeowner, completing the work yourself? Yes No
13. Type of installation: _____
Examples: new home, re-wire, service change, addition, etc.
14. Are you installing internal wiring, electrical work, or equipment for a swimming pool or hot tub? Yes No

By my signature, I hereby certify that I am the homeowner and that I will personally perform the electrical installation(s). I understand that I must file for an inspection with a licensed inspection agency within five days after I begin the work

SIGNATURE: _____ **Date:** _____

Allow 10 business days for processing.