



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

STATE OF DELAWARE
BOARD OF ELECTRICAL EXAMINERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

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.
- **Only owner-occupants who perform the work themselves qualify for homeowner permits.**
- A **single-family dwelling** must be on the site or under construction before a homeowner's permit is issued.
- Homeowner permits will **not** be issued for
 - homes that are for sale or rent
 - condominiums, townhomes, duplexes or commercial buildings (such as apartment complex).
- 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 any of the following as proof of home ownership:
- Copy of **all pages** 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 for a mobile home, signed by the parties, that includes the names of the buyer and seller, contract price, date of sale, and identification number of the mobile home
- Submit a copy of the homeowner's driver's license or other photo identification.
- Submit processing fee of \$42 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, visit dpr.delaware.gov and click [Search & Verify a Professional License](#).

Having Work Inspected

Inspections are required in these situations:

1. **Within five days of starting the work**, contact one of the following inspection agencies to have the electrical work inspected.
2. **Before installing dry wall**, contact a Delaware-licensed inspection agency for a “rough in” inspection.

If you have any questions about the electrical code, contact an inspection agency.

DELAWARE-LICENSED INSPECTION AGENCIES

NAME	ADDRESS AND CONTACT	
American Inspection Agency	1111 Polly Drummond Office Park Newark, DE 19711 877-242-1300 302-292-2000	30305 Vines Creek Rd, Suite #1 Dagsboro, DE 19939 877-242-1300 302-732-6900
Building Inspection Underwriters	Suite 1-C Liberty Plaza Newark, DE 19711 302-266-9057 800-732-2551 215-322-2626 800-352-3457	
Code Inspections, Inc.	1896 Beechwood Drive Wilmington, DE 19810 800-288-2633	
Eagle Inspection Agency, LLC	57 Matthews Rd Newark, DE 19713 302-368-1312 302-379-3635	
First State Inspection Agency	1001 Mattlind Way Milford, DE 19963 302-422-3859 (phone) 302-422-4270 (fax) 800-468-7338 fsia@verizon.net	811 N. Broad St. Bldg.5, Suite 201 Middletown, DE 19709 302-449-5383
Middle Department Inspection Agency	2024 Duncan Rd Wilmington, DE 19808 302-999-0243 800-222-6342	
United Inspection Agency	3 Crestfield Rd Wilmington, DE 19810 267-718-8735	



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APPLICATION FOR HOMEOWNER PERMIT

HOMEOWNER INFORMATION

1. Name: _____
2. **Your Mailing Address:** _____

City State Zip code
3. Daytime Phone: _____ Email: _____
4. 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](#).

INFORMATION ABOUT LOCATION WHERE WORK IS TO BE DONE

5. **Location of Work:** Give street number and name *or* development name and lot number.

Street Address (No PO Box) City DE Zip code
6. Type of work (check one): New Construction *or* Renovation
7. Type of dwelling (check one):
 Condominium Townhouse Duplex Commercial Building (such as apartment complex)
 Mobile Home Other – describe: _____
8. Is the home for sale? Yes No
9. Do you currently live in your home *or* do you intend to live in it when the work is done? Yes No
10. Is it your vacation home which is **not** for rent? Yes No
11. Is the home or any part of it rented? Yes No

INFORMATION ABOUT ELECTRICAL WORK

12. As the homeowner, are **you yourself** completing the work **personally**? 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 certify that I am the homeowner and that I will *personally* perform the electrical work. I understand that I must file for inspection by a licensed inspection agency within five days after I begin the work.

SIGNATURE: _____ **Date:** _____

Allow 10 business days for processing.