

# Commercial Entrances - Application Process Checklist

REVISED APRIL 2026

- ❖ **Prior to issuance of a permit for entrance construction the following documents must be submitted to the Public Works Engineer for review and approval via DeIDOT's online portal: [Entrance Permitting System](#)**
  - All submittals must conform with Section 6.4.1 of [DeIDOT Development Coordination Manual](#)
- DeIDOT Planning Approval** - Entrance Plan Approval letter issued by Development Coordination, signed by the Subdivision Engineer
- Application for Commercial Entrance Permit** - Completed in Full: [DeIDOT Permit Application Form](#)
- Verification of Property Ownership** - One (1) of the following is required: Deed of Sale, Settlement Sheet, Tax Bill, Zoning & Tax Map Form
  - Verification must have current owner of record, tax map identification number, and lot numbers - if applicable
- Power of Attorney** - Required if the applicant or someone other than the current property owner will be designated to sign permit
  - Must be Executed and Notarized and adhere to DeIDOT format: [Power of Attorney Form](#)
- Recorded Plan** - A copy of the recorded Plan, which is consistent with the DeIDOT "No Objection to Recordation" stamped plan and all appropriate signatures, seals, plot book and page number
- Construction Plans** - Stamped "APPROVED" by DeIDOT's Subdivision Engineer
  - Electronic copy in PDF format from DeIDOT's [PDCA Portal](#)
  - Three (3) **24" x 36"** paper copies delivered to the Public Works District Office
- Itemized Construction Cost Estimate** - Broken down to provide sufficient detail to allow DeIDOT to establish accuracy and completeness of the estimate for entrance improvement work **within State Right-of-Way: [Itemized Cost Estimate Form](#)**
  - Each item of construction and material shall be accounted for as a separate item in the estimate
  - The method of measurement and current unit price shall be supplied for each item
  - **Example:**

Item No.	Description	Qty	Unit	Unit Price	Amount
401014	Superpave, Type B Hot-Mix, PG 64-22	2,500	Tons	\$75.00	\$187,500.00
701019	I.PCC Concrete Curb & Gutter, Type 2	15,000	L.F.	\$20.00	\$300,000.00
- Security** - 150% security for entrance improvements based upon the approved itemized construction cost estimate
  - Original stamped security documents must be mailed or hand delivered to DeIDOT, copies will not be accepted
  - The following forms of security shall be acceptable and must adhere to DeIDOT format: [Security Samples](#)
    - **Commercial Letter of Credit** - issued by a lending institution licensed in Delaware
    - **Surety Bond** - issued by a bonding company licensed in Delaware
    - **Certified Check with Notarized Escrow Agreement: [Escrow Agreement Form](#)**
      - Check to be made payable to DeIDOT and include Application No. on memo line
      - This requires completion of a Federal and a Delaware State Substitute W-9 form: [SOD Supplier Portal](#)
      - Checks cannot be released without being registered as a vendor to receive electronic payment
- ❖ Security will not be required for federal, state, or local government projects
- Most recent approved stormwater plan from DNREC or the DNREC approved delegated agency**
- Executed Agreements** - Construction, Easement, Letter, Level II Inspection, and Signal Agreements
- Construction Work Schedule** - Must be in bar chart or line-item format for proposed work **within State Right-of-Way**, adhere to Standard Specifications, listing each major item of work, along with scheduled start and completion date for each line item
  - Prior to start of construction: a list of subcontractors, emergency telephone number and names of contact persons must be provided
- Source of Materials & Maintenance of Traffic Submittals** - DeIDOT Lab to review all material sources **within State Right-of-Way**  
DeIDOT's Materials and Research Section will send Approval letter once materials are satisfactory
  - Refer to DeIDOT's [Approved Product Lists](#) & [Standard Specifications 2026](#) to complete [SOS Submittal Form](#)
  - Submit to [SourceLetters@delaware.gov](mailto:SourceLetters@delaware.gov) and copy DeIDOT Permit Manager
    - DeIDOT Application No. and Project Name must be included on all communications
- Utilities** - Prior to beginning utility construction, it shall be the contractor's responsibility to contact any utility companies involved to secure the most accurate information available as to utility location and elevation. → Associated Utility Permit Number(s) to be provided, if applicable
  - For entrance or offsite improvement projects requiring utility relocations, the applicant shall submit a utility relocation plan and correspondence from the impacted utility companies stating preliminary approval to the relocation and design of the utilities prior to the DeIDOT pre-construction meeting
  - A Utility Schedule or Statement testifying each utility company will meet the construction schedule as submitted and any fees or deposits due have been paid



## [Entrance Permit System FAQs](#)