



Permits are processed using eServices – a web-based software program that uses digital files to simplify document review and approval. This software can be accessed through the New Castle County eServices (eApply and ePlans) webpage (www.newcastlede.gov/eplans).

Step 1 – Complete the Automated Building Permit Application using the eApply system

Step 2 – Check your email for the assigned task to upload your permit documents and plans

Step 3 – Upload the applicable documents outlined below and complete the assigned task (For more information on how to upload to ePlans properly, go to www.newcastlede.gov/2378/ePlans-Training-Center)

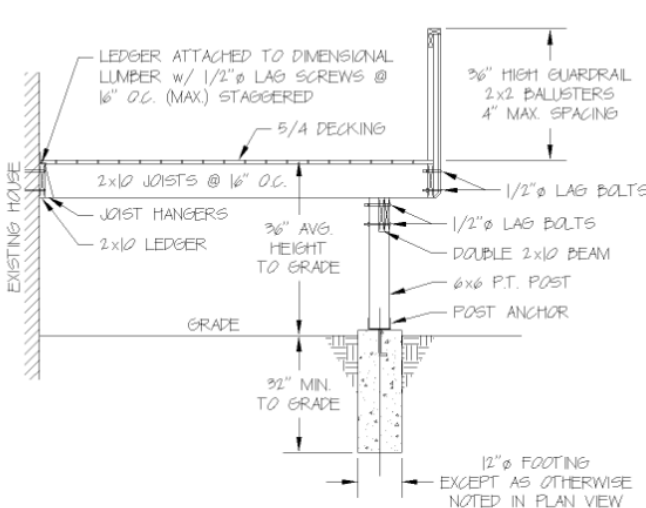
Documents Required by New Castle County

- Building Contractor License** (An owner-occupant may obtain a building permit for their primary residence if the home is not for sale or any part for rent)
- Building Plans*** (Drawings must include a cross section showing from the bottom of the footer to the top of the rail and a top view showing framing, dimensions, etc. Computerized drawings are acceptable if they include a cross section (not provided by most lumber yards)
* Each individual sheet MUST be saved as a separate PDF document and in the appropriate orientation prior to the upload process
- Current Plot Plan – Signed and Sealed by Engineer/Surveyor, Identifying all Existing and Proposed Improvements to Lot** (Proposed improvements include all work covered under this permit)
- Demolition Permit** (A separate demolition permit will be required for any demolition work performed in association with the building permit. (If applicable, see the Demolition Permit Requirements Sheet for additional information: www.newcastlede.gov/220/Demolition)
- Variance(s) from the NCC Board of Adjustment** (May be required if construction will encroach into the building setbacks for the property. Any required variances must be granted prior to permit issuance. Application and additional information: www.newcastlede.gov/389/Board-of-Adjustment)

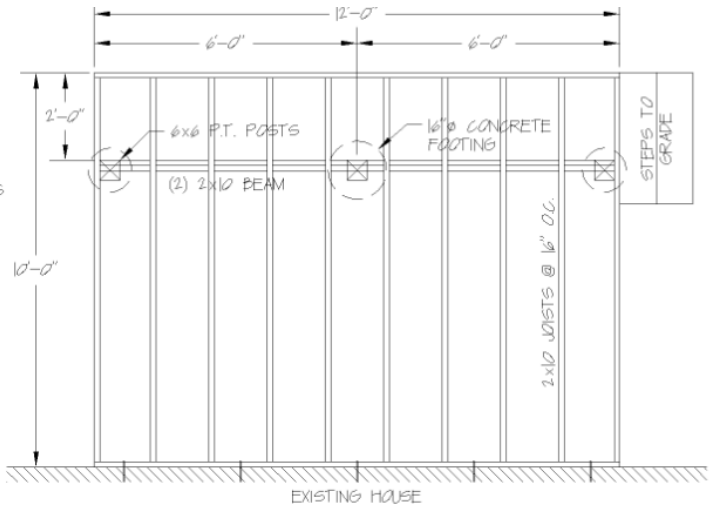
Fees

- Building Permit Fee:** \$12 per \$1,000 of Valuation (\$142 Minimum)
- Certificate of Occupancy:** \$60
- Zoning Permit Fee:** 10% of Building Permit Fee (\$21 Minimum / \$145 Maximum)
- NCC Volunteer Fire Assistance Fund Fee:** 0.5% of Valuation
- Engineering Fee:** A Floodplain/Wetland review fee of \$65 per review may apply to applicable projects

SAMPLE DECK DRAWINGS



TYPICAL DECK SECTION



TYPICAL DECK LAYOUT