



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** (Contractors must be licensed as a permit-endorsed contractor with New Castle County)
- Building Plans***
 - * Each individual sheet **MUST** be saved as a separate PDF document and in the appropriate orientation prior to the upload process
 - **Ground Signs to include:**
 - Cross section with footing depth, width, and sign height
 - Front elevation with sign height and width
 - Signs greater than 150 SF in area or 25' in height may require the signature and seal of a Delaware Registered Design Professional – Engineer/Architect
 - **Wall Signs to include:**
 - Cross section with structural details
 - Front elevation with sign height and width (including width of façade)
 - Location of sign on tenant wall and details
 - **Electronic Variable Message Signs (EVMS) also require:**
 - Dimension of sign
 - Signed EVMS Certification by owner, operator, or official of the business or organization responsible to program, operate, and control the EVMS (Form available here: www.newcastlede.gov/221/Signs)
- Current Site Plan to Scale** (This plan must bear the signature and seal of a Delaware Registered Design Professional – Engineer/Surveyor)
 - **Ground and Roof Signs must include on Site Plan:**
 - Distance from front and side property lines
 - Distance from other signs on property (regardless of owner of other signs) and the SF of these signs
- Off Premise Signs also require:**
 - Average daily traffic summary prepared by DeIDOT
 - Survey showing locations of other off premise signs
 - Off premise signs are permitted in commercial and manufacturing districts ONLY
- Approved and Executed Record Plan** (Most recently recorded plan filed at the Recorder of Deeds Office: 302-395-7700)
- DeIDOT Letter of Approval** (Required for all ground and pole signs that are 32 SF and greater) (Contact DeIDOT Roadside Control Division: 302-326-4679)
- Variance(s) from NCC Board of Adjustment and/or Historic Review Board Comments** (If applicable: 302-395-5400)

Fees

- Sign Permit Fee:** \$1 per SF of Sign Area (\$90 Minimum)
- Zoning Permit Fee:** 10% of Sign Permit Fee (\$21 Minimum / \$145 Maximum)
- Engineering Fee:** A Floodplain/Wetland review fee of \$65 per review may apply to applicable projects