



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***
* Each individual sheet MUST be saved as a separate PDF document and in the appropriate orientation prior to the upload process
 - Inground Pools** - Drawings must meet ISPSC standards, particularly regarding minimum depths to support diving boards, ladders, and stairs
 - Above Ground Pools/Hot Tubs/Spas** – Pool sales brochure, plans, etc. with description
- Lines and Grades (L&G) Plan and the latest Residential L&G Checklist both signed and sealed by a Delaware Licensed Engineer/Surveyor** – *Applicable to Inground Pools* (Additional information and forms available here: www.newcastlede.gov/355/Plan-Review)
Lines and Grades plan to include:
 - Pool heater, if applicable
 - Overhead wires with relocation indicated, if applicable
 - Plan for excess material disposal
 - Pool fence (Refer to Swimming Pool Fence Requirements: www.newcastlede.gov/222/Swimming-Pools)
 - Location of construction equipment access to work area
 - All drainage and sewer easements**Please note:** No change in grade is permitted in drainage easements and no pool/hot tub is permitted in any easement or building setback lines.
- Current Plot Plan - Signed and Sealed by Engineer/Surveyor, Identifying all Existing and Proposed Improvements to Lot** – *Applicable to Above Ground Pools/Hot Tubs/Spas* (Proposed improvements include all work covered under this permit)
- Board of Health Approval** – *Applicable to Public Pools* (302-744-4546)
- Plumbing Permit** – *Applicable to Public Pools* (Required for all connections to potable water system and connection to the sanitary sewer system, must be obtained by a NCC plumbing contractor)
- 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 and/or Individual L&G Plan review fee of \$65 per review may apply to applicable projects

Comments

➤ **Property Requirements**

- A private swimming pool may be in the rear yard, provided the pool and all appurtenances such as, but not limited to, decking, pool filter, and pump, are at least six (6) feet from any side or rear property line. In the case of a corner lot or multiple frontage lot, the pool shall not be in the street yard setback and must be outside of all recorded utility easements.
- All pools must be a minimum of ten (10) feet horizontally from overhead wires.
- Filter discharge or other drainage water from private swimming pools cannot be connected to the New Castle County sanitary sewer system.
- Pool Fence and Gate (Refer to Swimming Pool Fence Requirements: www.newcastlede.gov/222/Swimming-Pools)

➤ **Pool Heaters require:**

- Location must be shown on the Lines and Grades Plan
- Mechanical Permit required for Heater and Gas Piping (must be obtained by a NCC plumbing/mechanical contractor)
- Equipment must meet accessibility, venting, and chimney clearance distances as set forth in New Castle County adopted and amended codes

➤ **After permit issuance, the following items may be required for the project:**

- Plumbing and HVAC permits obtained by a NCC licensed plumbing and/or mechanical contractor