



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 to Begin Initial Review

- Building Contractor License with Home Warranty Approval** (Required if the Contractor is obtaining the permit)
- Building Plans*** (May require the Signature and Seal of a Delaware Registered Design Professional – Architect/Engineer
 - * Each individual sheet **MUST** be saved as a separate PDF document and in the appropriate orientation prior to the upload process
 - * MEP drawings are not required or reviewed with the building plan submission and should not be uploaded)
- Third Party Inspection Agency Report or Sticker** – A third party inspection agency certifies that the home has been built or manufactured to HUD standards, Applicable to Manufactured Homes
- NCC Approved Warranty Exemption Form for Homeowner** (Required if the Owner-Occupant is obtaining the permit)
- Transfer Tax Forms**
 - State of Delaware Realty Transfer Tax Declaration for Building Permit – Form RTT-BPA** – The form must be stamped by the Division of Revenue (Division of Revenue: 302-577-8445)
 - New Castle County Transfer Tax** – The form must be stamped by the Recorder of Deeds (The State of Delaware Realty Transfer Tax form must be processed *before* obtaining the New Castle County Transfer Tax form from the Recorder of Deeds Office (Recorder of Deeds: 302-395-7700))
- Evaluation Form for Building Energy Code Compliance (2018 IECC standard [REScheck] or [REM/Rate]** (Provided by Project Architect or www.energycodes.gov)
- Permit Valuation Computation Form** - Standard form available here: www.newcastlede.gov/205/New-Single-Family-Dwelling-Permits
- Character Standards Certification Form** – Applicable to subdivisions greater than 5 lots - Standard form available here: www.newcastlede.gov/205/New-Single-Family-Dwelling-Permits
- Lines and Grades (L&G) Plan and the latest Residential L&G Checklist *both* signed and sealed by a Delaware Licensed Engineer/Surveyor** (Additional information and forms available here: www.newcastlede.gov/355/Plan-Review)
- Variance(s) from NCC Board of Adjustment** (If applicable: 302-395-5400)

Additional Documents Required by New Castle County Prior to Permit Issuance

- DeIDOT Street Entrance/Exit Permit or Authorized Correspondence from DeIDOT** (Requirement may not be applicable to entrances onto private roads, temporary entrance permits are not acceptable: 302-326-4679)
- Sewer Agreement or Land Development Improvement Agreement (LDIA) from NCC Department of Public Works** (If sewer service applicable: LDIA (filed at the Recorder of Deeds Office: 302-395-7700) **OR** Sewer Agreement (NCC Department of Public Works: 302-395-5734))
- Septic Approval from DNREC** (If septic system applicable: 302-739-9947)
- Well Approval from DNREC** (If well water applicable: 302-739-9944)



NEW CASTLE COUNTY

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NEWCASTLEDE.GOV/LU

Building Permit Requirements Single-Family Dwelling

REV. 03/17/2023

Fees

Building Permit Fee: \$12 per \$1,000 of Valuation (refer to the Permit Valuation Computation Form)

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 (for the first \$1 Million of valuation)

Sewer Fees: Includes Connection, Wastewater Treatment, and Capital Project Fees, in addition to applicable Sewer Impact or Capitol Recovery Fees

Impact Fees: All new construction may be subject to service-related Impact Fees

Engineering Fee: A Floodplain/Wetland and/or Individual L&G Plan review fee of \$65 per review may apply to applicable projects

Comments

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

- Plumbing, HVAC, Refrigeration, and Hood Ventilation permits obtained by a NCC licensed plumbing and/or mechanical contractor