



DEPARTMENT OF LAND USE

FOR PERMIT ENDORSED UTILITY CONTRACTORS

87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5420 • WWW.NCCDELU.ORG
LICENSING@NEWCASTLEDE.GOV

Online Code Access: All permit endorsed contractors are required to pay an International Code Council (ICC) Digital Code Access Fee. Access information will be provided with your license. This online resource will provide access to all currently adopted codes, commentaries, and standards being offered by the ICC at a significantly discounted price and replace the selling of physical code books. A list of NCC adopted codes and amendments are available at: https://nccde.org/code. To learn more about ICC's Premium Complete Access please click here: https://www.youtube.com/watch?v=rxPUuVsdIrE.

Business Information: Ensure you know the type of business entity you maintain (i.e. Sole Proprietorship, Corporation, LLC, Partnership, etc.) as this information is required on the NCC contractor license application.

A sole proprietor is someone who owns an unincorporated business by himself or herself. Please note, if you are the sole member of a domestic limited liability company (LLC), you are not a sole proprietor.

A business entity is a legal entity that has been filed with the DE Division of Corporations and has a Federal Employer Identification Number (FEIN) (i.e. Corporation, LLC, Partnership, etc.).

Please refer to the following webpages for further information:

https://revenue.delaware.gov/

https://revenuefiles.delaware.gov/docs/business_structures_table.pdf

https://corp.delaware.gov/

Bond Information: The information below will assist you in choosing the category of bond you will need to have for the 2021 Statutory Compliance Bond form.

Table with 3 columns: License Category, Required Surety Bond, and Additional Category Options/Info. Rows include HVACR License, Decorative Appliance License, Master Plumber License, Sewer & Drain Cleaner, and Outside Utility Contractor.

1 HVACR and Plumbing Contractors require a State of Delaware, Division of Professional Regulation License for their trades.



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Checklist

Required Forms	Special Instructions
State of Delaware Business License Valid for 2021	A temporary license for Contractor Resident or Non-Resident will be accepted. Your NCC license will become inactive 60 days from date of state temporary license issuance until the official state license is received by NCC. This license is obtained from the State of DE, Division of Revenue Office 302-577-8778.
Current Certificate of Liability Insurance The certificate holder must read: NCC Department of Land Use License Processing 87 Reads Way New Castle, DE 19720	The applicant shall provide to NCC proof that said business maintains insurance coverage for bodily injury and property damage liability in the following amounts: A. Minimum limit of \$250,000 for all damages arising out of personal injuries to or death of one person and all damages arising out of injury to, destruction of, or loss of use of property in any one occurrence. B. Aggregate limit of \$500,000 for all damages arising out of personal injury to or death of two or more persons in any one occurrence.
2021 Statutory Compliance Bond	The Bond must be properly signed on the back by the sole proprietor or principal of the business entity (listed on the license application) and the surety agent (seal must be legible). The Contractor (business name and address) on the front of the Bond must match the sole proprietor or business entity name on your license application. Your surety company or agent must use the form in this packet or the form available online at: www.nccde.org/180/Contractor-Licensing . Modified Bond forms will not be accepted.
2021 Identification of Authorized Agents	Optional - This form identifies all representatives who are authorized to receive NCC Land Use services on behalf of a licensed contractor for the current license period.
HVACR and Plumbing Contractors	These classifications require a copy of the License Holder's current State of Delaware Professional Trade License (full size license, not ID card) issued by the State of DE Division of Professional Regulation 302-739-4522.
Sewer and Drain Cleaners	All applicants must provide a copy of their current Equipment Approval Letter from the NCC Department of Public Works Sewer Maintenance Section 302-395-5834.
Decorative Appliance Contractors	This classification requires a copy of the License Holder's current certificate for either Gas and/or Solid Fuel , issued by the N.F.I., National Fireplace Institute 703-524-8030.
Outside Utility Contractors	All applicants must provide a copy of their current Certification of Prequalification Letter from the NCC Department of Public Works 302-395-5749. (NOTE: This letter is only valid for 2 years from date of letter).
License Holder Acknowledgement	This form is required to be completed by each license holder if they are not listed as a principal of the company on the license application. This is ONLY applicable to HVACR, Plumbing, and Decorative Appliance Contractors. This form is available online at: www.nccde.org/180/Contractor-Licensing .
Fees	The total fee for the 2021 license is \$410: License Fee - \$400 ICC Digital Code Access Fee - \$10