



This form is intended to help avoid any delays in processing your permit. All New Castle County forms are available via the County website or Land Use customer service.

- Application for HVACR Permit** - All applicable fields of application must be completed entirely
  - Tax Parcel (located on NCC Web Site [www.nccdelu.org] or from property owner)
  - Job Location (with lot # or subdivision)
  - Contractor Signature & NCC License Number
  - Related Building Permit # (if applicable)
  - Description of Work (explanation of the work you are performing only)
  - Valuation of Job
  - Payment Method (cash, check, escrow account)
  
- Permit Plans** - Drawings/plans must be submitted with permit application (excluding residential projects) to include:
  - Location of unit
    - Include measurements from edge of roof, if located on roof
    - Include roof pitch, if not on a flat roof
  - Roof top units require sealed structural drawings (not required for replacement of same)
  - Outside air calculations where applicable (sample worksheet available from NCC)
  - Duct size
  - Duct insulation (R-Value)
  - CFM @ all supply outlets
  - Location of return and CFM
  - Total CFM of unit
  - Combustion air source
    - If air is taken from inside, include room volume (L x W x H)
  - Condensate disposal location
  - Chimney/vent info
    - Length, height, size, and type
  
- Permits with Gas Piping** – Drawings/plans of gas piping submitted with the permit application to include:
  - Gas Piping**
    - Total length of run
    - Sizes of lines
    - Types of pipe used
    - BTU load for each appliance in the system (including pool heaters)
    - Working pressure to be used & type of gas (including pool heaters)
    - Valve locations
  - Underground piping**
    - Depth of piping
    - Tracer wire needed for plastic piping
    - All above requirements
  - Pool heater gas lines must include all above requirements and placement location on lot**
  
- Permit Fee – \$65.00** minimum fee  
\$5.25 for each additional \$1,000 valuation or any part thereof over \$1,000 valuation