



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](http://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](http://www.newcastlede.gov/2378/ePlans-Training-Center))

### Documents Required by New Castle County

- Building Contractor License** (An owner-occupant may obtain a demolition permit for a structure at their primary residence if the home is not for sale or any part for rent)
- Drawing or Plan of Property showing approximate location of structure(s) to be demolished** (plan must show roads, other buildings, etc. – current plot plan or site plan is preferred)
- Historic Review Requirements**
  - All structures are subject to review for historic significance. Within 20 working days of application, the Department will determine the age and significance of the structure. An applicant can assist the Department to conduct a timely review by submitting photographs, an accurate site plan, and any documentation that may indicate the age of the structure. Dated construction drawings, building permits, and any other record that verifies the date of the structure or when the property was still vacant, are helpful and will be reviewed during the initial 20-day period. Deeds do not usually indicate the age of structures.
  - If found to be at least 50 years old and historically significant, the application will be scheduled for further review by the Historic Review Board. This Board may delay the issuance of a permit for up to 9 months from the date of application, during which time alternatives to demolition shall be sought. If brought to this level of review the applicant will be advised to provide to the Board complete information about the project.
- Written Permission from the Property Owner or Title Holder** (Dated letter from the owner or title holder authorizing the proposed demolition or a Writ of Possession from the landlord)
- State of Delaware Asbestos Inspection Form** (Required for all Non-Residential Demolition Permits: 302-323-4542)
- Demolition Disconnection Verification Form** – Standard form available here: [www.newcastlede.gov/220/Demolition](http://www.newcastlede.gov/220/Demolition) (Private utility services located within a Manufactured Home Park may be authorized by the Landlord)
- Copies of Letters to Adjacent Property Owners Notifying of the Proposed Demolition** (Defined as any neighboring parcel that touches the project parcel) (Applicable to Single Family Dwelling and Non-Residential Demolition Only)
- Plumbing Permit for Sewer and Water Line Termination** – Sewer and water lines must be terminated at the property line and capped by a NCC licensed plumber. The plumbing permit is required prior to demolition permit issuance. The applicant may apply for the plumbing permit and perform this work during the historic review stage of the demolition permit application.

### Fees

**Demolition Permit Fee for Residential Structures** (not including Single Family Dwelling): \$80 (per structure)

**Demolition Permit Fee for Single Family Dwellings and Non-Residential Structures:** \$130 (per structure)

**Historic Review Fee:** 10% of Demolition Permit Fee

**Engineering Fee:** A Floodplain/Wetland review fee of \$65 per review may apply to applicable projects

### Comments

- All buried LP gas or fuel oil storage tanks must be removed. Septic tanks must be removed, filled in, or collapsed per DNREC Regulations.
- Foundations must be removed to 18" below grade and site shall be leveled with topsoil and seeded (also applicable to Inground Pools).
- Any land disturbance greater than 5,000 SF, except where exempt through Section 3 of the Delaware Sediment and Stormwater Regulations, shall provide an Erosion and Sediment Control Plan.