



DEPARTMENT OF LAND USE

FOR PERMIT ENDORSED BUILDING CONTRACTORS

87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5420 • WWW.NEWCASLEDE.GOV/LU
LICENSING@NEWCASLEDE.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://newcastlede.gov/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 2023 Statutory Compliance Bond form.

Table with 4 columns: License Category, Maximum Project Valuation, Required Surety Bond, and Additional Category Options/Info. Rows include Class U, Class A, Class B, and Class C with their respective values and options.

1 New Home Builders – All New Home Builders must, at a minimum, be licensed as a Class A building contractor. All New Home Builders must provide proof of membership with a NCC approved Warranty Company. A list of approved Warranty Companies is available on the NCCLU website at: www.nccdelu.org.

2 New HUD Approved Manufactured Home Installers and Modular Home Installers – All New HUD Approved Manufactured Home and Modular Home Installers must, at a minimum, be licensed as a Class B building contractor and provide proof of membership with a NCC approved warranty company. A list of approved Warranty Companies is available on the NCCLU website at: www.nccdelu.org.

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Required Forms	Special Instructions
License Application	Once you have all required documents below, please apply online using the "CLICK HERE TO GET LICENSED" link at the following webpage: https://www.newcastlede.gov/396/Permit-Endorsed-Contractor-License .
State of Delaware Business License Valid for 2023	A temporary license for Contractor Resident or Non-Resident will be accepted. This license is obtained from the State of Delaware, 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.
2023 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: https://www.newcastlede.gov/396/Permit-Endorsed-Contractor-License . Modified Bond forms will not be accepted.
2023 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. Authorized agents can also be added to the license application when applying in lieu of this form.
New Home Builder Warranty	New Home Builders Only - This classification requires a letter from an approved warranty company stating they will warrant every new home built under your contractor's license. A list of NCC approved warranty companies is available online at: https://www.newcastlede.gov/396/Permit-Endorsed-Contractor-License .
Fees	The total fee for the 2023 license is \$410: License Fee - \$400 ICC Digital Code Access Fee - \$10