



Temporary Construction Trailer – Temporary building, temporary real estate or construction offices and temporary storage of materials, provided that such use is located on the lot where construction is taking place or on a lot adjacent or part of the development site thereto, and that such temporary use is to be terminated upon completion of construction. *Unified Development Code Sec. 40.03.430(k)*

Temporary Trailer – All other temporary structures shall be for a period of less than 180 days. A permit shall be required and obtained for all temporary structures that cover an area in excess of 120 square feet. *International Building Code Sec. 3103*

Exception – Temporary structures to be placed on land assessed as agricultural may follow separate requirements.

All New Castle County forms are available via the County website or Land Use customer service.

- Building Permit Application**
- Three (3) Sets of Building Plans** May be provided by the trailer manufacturer. Plans should be to scale and include any ramps or steps to be constructed.
- Three (3) Copies of a Site Plan, sealed by surveyor/engineer, identifying all Existing and Proposed Improvements/Trailer(s) to Lot** This shall show all highway entrances, buildings, parking spaces and rights-of-way. Please indicate location of any temporary structures. **Please note:** if it is determined by Land Use Staff that a more comprehensive review is required, involving the submittal of an application and review by a Land Use Planner, a site plan review fee will apply. In the event that a comprehensive review is required, please allow several additional days for processing, review, and approval.
- Fire Marshal Approval or Waiver** (302-323-5365)
- Third Party Inspection Agency Report or Sticker – ICC Certification** (Applicable for trailers with occupancy use) A third party inspection agency certifies that the home has been built or manufactured to HUD standards [manufactured home] or approved plans in accordance with 2018 ICC codes as amended by NCC or the applicable code at time of construction [modular home]
- Sewer Agreement or Land Development Improvement Agreement (LDIA) from NCC Special Services Department** (If on sewer, call the Department of Special Services at 302-395-5750 for Sewer Agreement)
- Septic Approval or Waiver from DNREC** (If septic system applicable, call 302-739-9947)
- Well Approval or Waiver from DNREC** (If well water applicable, call 302-739-9947)

Verification of Paid Taxes Property taxes and sewer billing fees must be paid on the property for which you are requesting a building permit and on any tax parcel that such landowner owns in New Castle County prior to building permit submission (*New Castle County Code 06.03.012.H*). This will be verified as part of the application process.

After permit issuance, the following items may be required for the project: Plumbing permit obtained by a NCC registered plumber and HVAC permits obtained by a NCC registered mechanical contractor. Additionally, an electrical permit approval will be required prior to final inspection if electricity is at the trailer site.

FEES: \$100 per Structure/Trailer for Temporary Certificate of Use Permit
\$60 Engineering Fee - A floodplain/wetland review fee may apply to applicable projects not receiving prior site plan review

Note: This permit will require inspections and approvals prior to the issuance of the Temporary Certificate of Use.