

Using Plan Review

Navigate New Castle County's Electronic Plan Review System For Building Permit Projects

Submit Application

Applicant

1. Submit Application

Submit a complete application using NCC eServices I eApply.

NCC eApply

2. Assign Application Number

NCC eApply directly assigns an application number, invites applicant into the ePlans project and grants the applicant rights to upload electronic files.

Upload Files & Pay Fees

Applicant

3. Upload Files

- **Upload Files:** Applicant logs into eServices I ePlans and uploads all required submittal documents.
- **Submit Files:** When done uploading files, applicant signs off the "Upload Confirmation" task to submit files for review.
- **Complete Task:** We cannot begin our review until the applicant signs off the "Upload Confirmation" task.

Reminder

NCC Staff

4. Pre-Screen Review

NCC Staff performs preliminary review of application/plans for completeness. If complete, ePlans notifies applicant of fees due.

Applicant

5. Pay Fees

Applicant pays all fees due using NCC eServices I ePlans workflow or payment submission in person.

Plan Review Process

NCC Staff

6. Plan Review

NCC Staff and outside agencies begin simultaneous plan review.

Applicant

7. Resubmittals

If plans do not pass review, applicant is notified that corrections are needed. Tasks and assignment instructions are provided by e-mail.

Reminder

- **Complete Task:** We cannot restart our review until the applicant signs off the "Applicant Resubmit" task.

Project Approval

NCC Staff

8. Final Project Review

NCC staff performs final review of project for building permit approval. If incomplete or additional fees are due, applicant is notified of tasks and assignment instructions by e-mail.

Applicant

9. Download Plans

Applicant downloads permit documents/plans after final approval and permit issuance. Applicant will receive an email notification.

Need Help?

Website

nccde.org/eplans to access the ePlans resource center

