



NEW CASTLE COUNTY

Approved Third Party Plan Review Agencies

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NCCDELU.ORG

REV. 7/2/2019

Institute for Building Technology and Safety (IBTS) • www.ibts.org
505 Huntmar Park Drive, Ste. 250, Herndon, VA 20170

For further details and pricing for your individual project, please contact
Rebecca Hamilton, Plan Review Coordinator
(302) 256-5248 • PlanReview@ibts.org

As a Third Party Plan Review service provider, IBTS offers:

- 30 years of local and national experience, including more than 20,000 homes and over 10,000,000 square feet of mixed-use and commercial space reviewed
- Highly qualified staff of licensed engineers and architects, certified building officials and master code professionals, holding over 100 current International Code Council certifications
- Fast turnaround time (10 business days or less)
- Paper and electronic plan review for architectural, structural, mechanical, electrical, plumbing, accessibility, fire and life safety and elevator drawings.

IBTS has performed plan review on a wide variety of projects, including:

- Office construction and tenant fit-out
- Restaurants
- Mixed-use commercial developments
- Shopping plazas and town center developments
- Hospitals and medical centers
- Schools, laboratories, and research centers
- Churches
- Multi-family residential complexes

Steinle Construction Engineers, Inc. (SCE) • www.steinleengineers.com
4305 Miller Road, Wilmington, DE 19802

For further details and pricing for your individual project, please contact our office.
302-764-7635 • info@steinleengineers.com

- SCE is a local Structural Consulting Engineering Firm that also performs Building Code Reviews for New Castle County and other municipalities in Delaware and has been performing Consulting Engineering Services for over 19 years.
- SCE is licensed to practice as Consulting Engineers by the State of Delaware and the Delaware Association of Professional Engineers.
- SCE has been performing Third Party Building Code Reviews for New Castle County since 2000.
- SCE's staff includes Registered Structural Engineers and an Architect who are Certified by International Code Council (ICC) as Building Plans Examiners.
- SCE's President Alan Steinle, PE is a Professional Member of ICC and a member of the IRC Building and Energy Committee, currently serving a third term evaluating proposed Code Changes to the IRC Code.
- Mr. Steinle is a past Board Member of the Delaware Architectural Accessibility Board and recently served on the High Rise Regulation Committee of the Delaware State Fire Marshal's Office.
- Since 2000 SCE has performed over 2,000 Building Code Reviews for Commercial, Institutional, Industrial and Residential Projects.



All non-residential construction drawings and related documents shall be reviewed for compliance by a third party plan review agency. Applicants may use any plan review agency that is approved by the Department of Land Use to perform non-residential plan review of projects in New Castle County. A list of certified plan reviewers can be found on the Land Use website at www.nccdelu.org.

For complete project requirements, please refer to the Non-Residential Building / Non-Residential Addition Permit Requirements Form.

The Procedure for Third Party Plan Review

Permit submissions shall be presented to the Land Use Department and application fees paid. The applicant may choose from a list of approved third party plan review agencies and complete the contract information sheet. The Department will process the application and route the plans to the third party plan agency for plan review.

Upon receipt of the permit submission, the third party agency will contact the applicant with a proposal for plan review. Once the proposal is accepted, the agency will conduct a plan review. The applicant shall pay all third party plan reviewer costs prior to plan approval.

If the third party plan review agency determines that the plans do not comply with the codes, the design professional(s) must respond and/or correct the list of non-compliant items generated by the third party agency.

Once the plan is approved, the third party agency will submit approved documents directly to the Department for permit issuance. The permit will be issued provided all other conditions and reviews have been resolved. The average turn-around time for the preparation of permit issuance is three working days.

Any revisions or other substantial changes to the project, after issuance of the building permit, shall be reviewed by the same third party plan review agency and follow the same procedures. A revision application and the revised plans must be filed with the Department and will be forwarded to the third party agency. The Department will charge the applicable fee to process the revision.

Supplemental Documents

All supplemental documents may be found on the Department of Land Use website: www.nccdelu.org under Permits and then Non-Residential Permits.

- Approved Third Party Plan Review Agencies
- Non-Residential Building Permit Requirement Forms