



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 to Being Initial Review

- Building Plans\* - Signed and Sealed by Delaware Registered Design Professional – Architect/Engineer**  
\* Each individual sheet **MUST** be saved as a separate PDF document and in the appropriate orientation prior to the upload process  
\* MEP drawings are not required or reviewed with the building plan submission and should not be uploaded
- Fire Marshal Approval of Building Plans** (302-323-5365)
- Evaluation Form for Building Energy Code Compliance (2018 IECC standard [COMcheck] or ASHRAE standard 90.1-2016)** (Provided by Project Architect or [www.energycodes.gov](http://www.energycodes.gov) – Plans greater than 5,000 SF also require Architect's signature and seal on the form)
- Statement of Special Inspections** (Per IBC requirements, section 1704 – Standard form available here: [www.newcastlede.gov/215/Non-Residential-Permits](http://www.newcastlede.gov/215/Non-Residential-Permits) – Property Owner signature and Design Professional signature and seal are required on the form)
- NCC Approved Grading Plan and the latest Grading Plan Checklist both signed and sealed by a Delaware Licensed Engineer/Surveyor - Applicable to Buildings and Additions greater than 480 SF** (Additional information and forms available here: [www.newcastlede.gov/355/Plan-Review](http://www.newcastlede.gov/355/Plan-Review))
- Site Plan - Signed and Sealed by Engineer/Surveyor, Identifying Existing and Proposed Improvements to Lot - Applicable to Buildings and Additions 480 SF or less**
- Approved and Executed Record Plan** (Most recently recorded plan filed at the Recorder of Deeds Office: 302-395-7700)
- Building Plan Compliance Certifications by Owner, Project Architect, and Project Engineer or Land Surveyor** (Standard forms available here: [www.newcastlede.gov/215/Non-Residential-Permits](http://www.newcastlede.gov/215/Non-Residential-Permits))
- Material Safety Data Sheets (MSDS)** (If applicable, provide class type and quantity of hazardous materials to be stored)
- Variance(s) from NCC Board of Adjustment** (If applicable: 302-395-5400)

### Additional Documents Required by New Castle County Prior to Permit Issuance

- Sewer Agreement or Land Development Improvement Agreement (LDIA) from NCC Department of Public Works** (Applicable if sewer service is available: LDIA (Recorder of Deeds Office: 302-395-7700) **OR** Sewer Agreement (NCC Department of Public Works: 302-395-5734))
- DeIDOT Street Entrance/Exit Permit or Authorized Correspondence** (Required for both new and existing entrances, temporary entrance permits are not acceptable: 302-326-4679)
- Board of Health Approval** (If existing or proposed food service: 302-744-4546)
- Septic Approval from DNREC** (If septic system applicable: 302-739-9947)
- Well Approval from DNREC** (If well water applicable: 302-739-9944)



**Fees** (For valuation calculation, refer to the Valuation for New Non-Residential Projects form available here: [www.newcastlede.gov/215/Non-Residential-Permits](http://www.newcastlede.gov/215/Non-Residential-Permits))

**Building Permit Fee:** \$12 per \$1,000 of valuation up to \$1 Million and \$5.25 per \$1,000 over \$1 Million (\$60 Minimum)

**Certificate of Occupancy:** \$60

**Zoning Permit Fee:** 10% of Building Permit Fee (\$21 Minimum / \$145 Maximum)

**NCC Volunteer Fire**

**Assistance Fund Fee:** 0.5% of valuation (for the first \$1 Million of valuation)

**Sewer Fees:** Includes Connection, Wastewater Treatment, and Capital Project Fees, in addition to applicable Sewer Impact or Capitol Recovery Fees

**Impact Fees:** All new construction may be subject to service-related Impact Fees

**Engineering Fee:** A Floodplain/Wetland and/or Individual L&G Plan review fee of \$65 per review may apply to applicable projects

**Comments**

- **Building Contractor License** (Contractors must be licensed as a permit-endorsed contractor with New Castle County)
- **Non-residential projects may be reviewed by a Third-Party Agency**
- **Preconstruction Meeting may be required prior to permit issuance** (Additional information available here: [www.newcastlede.gov/400/Site-Inspections](http://www.newcastlede.gov/400/Site-Inspections))
- **Perimeter Control Inspection (PCI) For Sediment and Stormwater Approval or Waiver may be required prior to permit issuance** (Schedule with the Engineering Section of the Land Use Department (302-395-5449 or [engineering@newcastlede.gov](mailto:engineering@newcastlede.gov)) or provide passed Inspection Report)
  - Note:** This approval or waiver is provided after the completion of the Preconstruction Meeting
- **After permit issuance, the following items may be required for the project:**
  - Plumbing, HVAC, Refrigeration, and Hood Ventilation permits obtained by a NCC licensed plumbing and/or mechanical contractor