



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).

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)

Documents Required by New Castle County

- Building Contractor License** (An owner-occupant may obtain a building permit for their primary residence if the home is not for sale or any part for rent.)
- Building Plans*** (Refer to sample drawing attached)
* Each individual sheet **MUST** be saved as a separate PDF document and in the appropriate orientation prior to the upload process
- Current Plot Plan – Signed and Sealed by Engineer/Surveyor, Identifying all Existing and Proposed Improvements to Lot** (Proposed improvements include all work covered under this permit)
- Lines and Grades (L&G) Plan and the latest Residential L&G Checklist *both* Signed and Sealed by a Delaware Licensed Engineer/Surveyor** (*Applies to Buildings and Additions that are greater than 480 SF* – Additional information and forms available here: www.newcastlede.gov/355/Plan-Review)
- Septic Capacity Approval from DNREC** (Applicable to septic systems where construction includes new bedroom(s): 302-739-9947)
- Demolition Permit** - A separate demolition permit will be required for any demolition work performed in association with the building permit (If applicable, refer to Demolition Permit Requirements: www.newcastlede.gov/220/Demolition)
- DeIDOT Street Entrance/Exit Permit or Authorized Correspondence** (Required when the work involves relocation of an existing street entrance/exit or establishment of a new or second street entrance/exit: 302-326-4679)
- Variance(s) from the NCC Board of Adjustment** (If applicable: 302-395-5400)

Fees

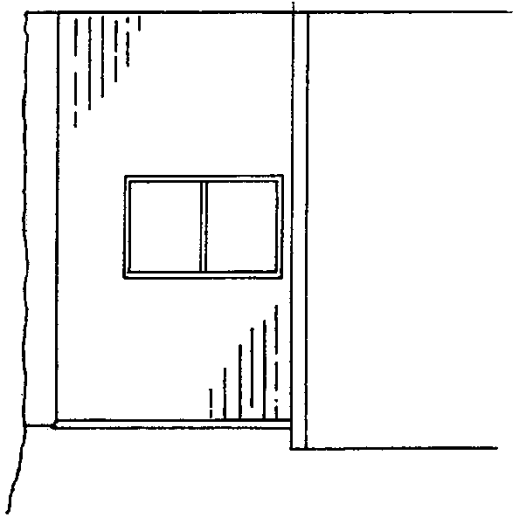
Building Permit Fee:	\$12 per \$1,000 of valuation (\$142 Minimum)
Certificate of Occupancy:	\$60
Zoning Permit Fee:	10% of Building Permit Fee (\$21 Minimum / \$145 Maximum)
NCC Volunteer Fire Assistance Fund Fee:	0.5% of valuation
Sewer Fees:	Include Connection, Wastewater Treatment, and Capital Project Fees
Engineering Fee:	A Floodplain/Wetland and/or Individual L&G Plan review fee of \$65 per review may apply to applicable projects

Comments

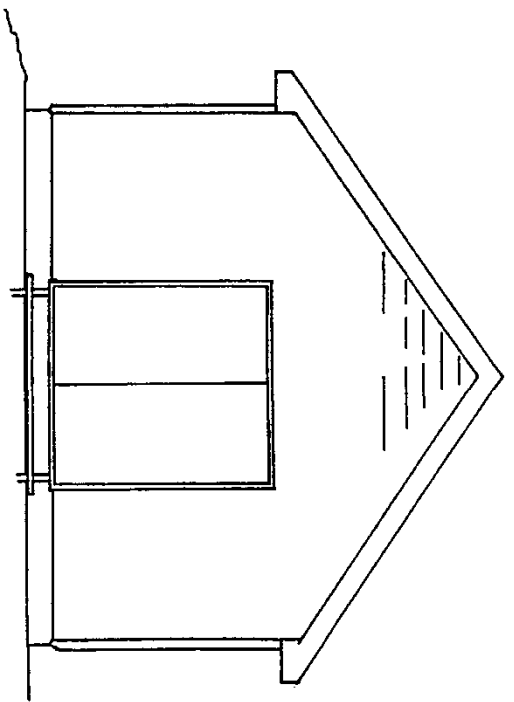
- **After permit issuance, the following items may be required for the project:**
 - Plumbing, HVAC, Refrigeration, and Hood Ventilation permits obtained by a NCC licensed plumbing and/or mechanical contractor

SAMPLE DRAWING
(THESE ITEMS MUST BE SHOWN ON PLANS SUBMITTED FOR REVIEW)

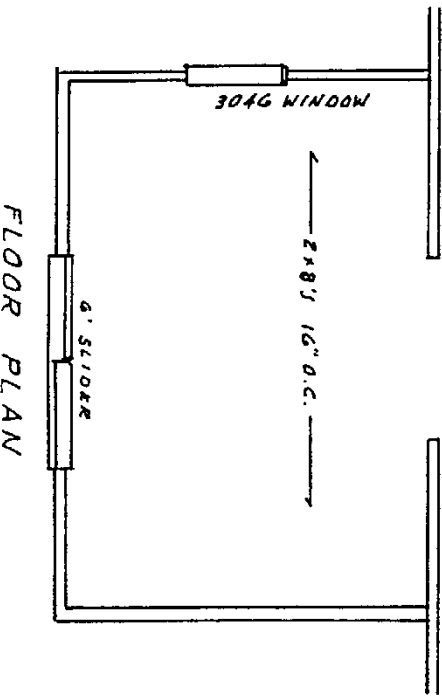
NOTE: This drawing is provided for informational purposes only. The actual drawing submitted should be 1/4" = 1' scale or larger.



SIDE VIEW



REAR VIEW



FLOOR PLAN

