

Building Permit Requirements Single-Family Dwelling



NEW CASTLE COUNTY

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

REV. 8/16/2021

Residential building permits are now 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.nccde.org/eplans). Should you have any questions or need assistance, please contact Customer Service at 302-395-5400.

Please note that documents received outside of the eServices process will no longer be accepted unless approved by the Code Official.

Step 1:

- Complete the Automated Building Permit Application using the eApply system** (This electronic application replaces the previously submitted paper application form)

Step 2:

- Check your email for approval to upload your permit documents and plans**

Step 3:

- Upload the applicable documents outlined below** (For more information on how to upload to ePlans properly, go to www.nccde.org/eplans-resource-center)

Documents Required by New Castle County

- Building Plans*** (May require the Signature and Seal of a Delaware Registered Design Professional – Architect/Engineer; Department reserves the right to reject drawings sealed by professionals working out of their discipline)
* **Each individual sheet MUST be saved as a separate PDF document and in landscape orientation prior to the upload process**
Note: MEP drawings are not required or reviewed with the building plan submission
- Home Builder License** (The NCC licensed contractor performing the building work, or an authorized agent thereof, must secure the appropriate permits. A homeowner cannot secure the building permit by listing the contractor hired to perform the work)
OR
- Warranty Exemption Form for Homeowner** (Only required if the Homeowner is building the dwelling)
- Transfer Tax Forms** (State and County transfer tax forms are required for Single-Family Dwellings not built as part of an active subdivision plan. Please refer to the Declaration forms for complete standards and guidelines)
 - State of Delaware Realty Transfer Tax Declaration for Building Permit – Form 5401-B – To be filed with the Division of Revenue prior to building permit submission** (Division of Revenue: 302-577-8200)
 - New Castle County Transfer Tax – To be filed with the Recorder of Deeds prior to building permit submission** (The State of Delaware Realty Transfer Tax form must be processed *before* obtaining the New Castle County Transfer Tax form at the Transfer Tax Window in the Recorder of Deeds Office (Recorder of Deeds: 302-395-7700))
- Evaluation Form for Building Energy Code Compliance (2018 IECC standard [REScheck] or [REM/Rate])** (Provided by Project Architect or www.energycodes.gov)
- Permit Valuation Computation Form** (Provides the square footage breakdown and valuation for the dwelling)
- Lines and Grades (L&G) Plan and the latest Residential Lines and Grades Checklist both Signed and Sealed by a Delaware Licensed Engineer or Surveyor** (Additional information and forms available here: www.nccde.org/355/Plan-Review)
- Sewer Agreement or Land Development Improvement Agreement (LDIA) from NCC Department of Public Works** (If sewer service applicable: LDIA (filed at the Recorder of Deeds Office: 302-395-7700) **OR** Sewer Agreement (NCC Department of Public Works: 302-395-5734))
- Variance(s) from NCC Board of Adjustment** (If applicable: 302-395-5400)

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Documents Required from Outside Agencies

- Street Entrance/Exit Permit or Authorized Correspondence from DeIDOT** (Requirement may not be applicable to entrances onto private roads. Please note that a temporary permit is not acceptable. DeIDOT: 302-326-4679)
- Third Party Inspection Agency Report or Sticker** (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 [modular home])
- Septic Approval or Waiver from DNREC** (If septic system applicable: 302-739-9947)
- Well Approval or Waiver from DNREC** (If well water applicable: 302-739-9944)

Fees

Building Permit Fee: \$12 per \$1,000 of Valuation (refer to the Permit Valuation Computation Form)

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

- After permit issuance, the following items may be required for the project:**
 - Plumbing permit obtained by a NCC licensed plumber
 - HVAC permit obtained by a NCC licensed mechanical contractor
 - Foundation As-Built Certification/Survey will be required after the foundation is constructed and prior to proceeding with construction (This will verify setback requirements, elevation, square footage, and Record Plan compliance for the structure as existing at time of survey)

Note: SFD Requirements may vary for subdivision dwellings built by “tract” builders. Specifically, tract homes require a character standards form and a sewer connection fee form.