



NEW CASTLE COUNTY

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

Installation Permit Requirements Manufactured/Modular House

REV. 3/14/2016

This requirement form is intended for manufactured and modular housing not defined as a single family dwelling (SFD) in Chapter 40 of the *New Castle County Code*. The installation of manufactured or modular housing not defined as an SFD may only be installed within a manufactured home park or for agricultural-zoned housing.

In accordance with Chapter 6 of the *New Castle County Code*:

Manufactured Home is defined as a single- or multi-sectional home built to HUD manufactured housing standards.

Modular Home is defined as a single- or multi-sectional home built to the provisions of approved building codes.

All New Castle County forms are available via the County website or Land Use customer service.

Permit Application

- Manufactured Home Installer License** (This license is issued by the State of Delaware Division of Professional Regulation. A licensed manufactured home installer must oversee all aspects of the installation of a manufactured home. For more detailed information, contact the Division of Professional Regulation at 302-744-4532)
- Three (3) Sets of Building Plans** (May Require the Signature and Seal of a Delaware Registered Design Professional – Architect/Engineer. NCC may also require a copy of the **Manufacturer's Installation Guide** at time of plan review.)
- 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 the applicable ICC codes as amended by NCC[modular home])
- Two (2) Copies Current Plot Plan Identifying all Existing and Proposed Improvements to Lot** (Proposed improvements include all work covered under this project)

New Lot Placements also require –

- Sewer Agreement or Land Development Improvement Agreement (LDIA) from NCC Special Services Department** (Applicable for non-manufactured home parks and new pad sites within a park on sewer. Call the Department of Special Services at 302-395-5750 for Sewer Agreement)
- Septic Approval or Waiver from DNREC** (If septic system applicable, call 302-739-9947)
- Well Approval or Waiver from DNREC** (If well water applicable, call 302-739-9947)

Verification of Paid Taxes Property taxes and sewer billing fees must be paid on the property for which you are requesting a permit and on any tax parcel that such landowner owns in New Castle County prior to permit submission (*New Castle County Code* 06.03.012.H). This will be verified as part of the application process.

FEES: Installation Permit Fee: \$200 for single-section manufactured home
\$300 for double-section manufactured home

Sewer Fees: Include Connection, Wastewater Treatment, and Capital Project Fees
Impact Fees: All new dwellings may be subject to service related Impact Fees