Year 2014 Contractor License Packet

NEW CASTLE COUNTY

FOR PERMIT CONTRACTOR ENDORSEMENT HOLDERS

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5420 • WWW.NCCDELU.ORG

Building Contractors: Completed license packets will be accepted by mail or may be delivered in person to the address stated below.

Renewals: All renewal license packets must be submitted by December 31, 2013. Failure to do so may cause a delay in the issuance of your permits and related services. An incomplete submission of license materials will be returned prior to processing, however monies will be held in your escrow account with New Castle County until a complete submission is received and processed.

New Castle County Department of Land Use
License Processing
87 Reads Way, New Castle, DE 19720

Utility Contractors: All **new** license holders must **deliver in person** a complete license submission and provide proof of identity. **Please be advised** that each license holder must possess a valid State of Delaware, Division of Professional Regulation Master Plumber or Master HVACR license prior to submitting for a New Castle County contractor license. NCC no longer requires utility license holders licensed with NCC in the previous year to renew in person.

This packet contains the following:

- 2014 License Instruction Sheet for Building Contractors – Page 2
- 2014 License Instruction Sheet for Utility Contractors – Page 3
- License, Bonding, Insurance and Code Information Sheet – Page 4
- Identification of Authorized Agents Form – Page 5
- 2014 Statutory Compliance Bond Form – Pages 6 & 7
- Building Contractor License Application – Pages 8 & 9
- Utility Contractor License Application – Pages 10 & 11

This information and all forms are available on the New Castle County Land Use website at: www.nccdelu.org

All renewal license packets MUST BE SUBMITTED BY DECEMBER 31, 2013. Failure to do so may cause a delay in the issuance of your permits and related services.

Notification to Contractors: New Castle County will now issue all notices, bulletins, and announcements via email blasts and webpage postings. Please provide a valid email address on your application to receive the notices. Without a valid email address, it will be the contractor's responsibility to periodically review the Land Use website for information at www.nccdelu.org.

2014 Application Instructions for Building Contractor License with Permit Contractor Endorsement

Done √	Required Forms	Special Instructions
	1. 2014 Building Contractor Application – Pages 8 & 9	IMPORTANT: Remember to sign back of application. ALL sections must be completed in full. Partial completion will result in submission return.
	2. Copy of State of Delaware Business License for the Year 2014 or later	A temporary license for **Contractor Resident or Non-resident** or an official receipt from the State of Delaware for a **Contractor Resident or Non-resident** license will be accepted. A copy of the official license must be submitted upon receipt. If applying for a multiple-year license with permit endorsement, a multiple-year license from the State of Delaware must also be submitted. This license is obtained from the State of Delaware, Division of Revenue Office 302-577-8778.
	3. Current Certificate of Liability Insurance The certificate holder must read: NCC Department of Land Use License Processing 87 Reads Way New Castle, Delaware 19720	The applicant shall provide to New Castle County proof that said person maintains insurance coverage for bodily injury and property damage liability in the following amounts: A. **Bodily Injury Liability** with a minimum limit of two hundred fifty thousand dollars ($250,000.00) for all damages arising out of personal injuries to or death of one person in any one occurrence, and, subject to that limit for each person, an aggregate limit of five hundred thousand dollars ($500,000.00) for all damages arising out of personal injury to or death of two or more persons in any one occurrence. B. **Property Damage Liability** with a minimum limit of two hundred fifty thousand dollars ($250,000.00) for all damages arising out of injury to, destruction of, or loss of use of property in any one occurrence.
	4. 2014 Statutory Compliance Bond – Pages 6 & 7	The original sealed bond must be submitted with the license submission. **Please make sure the bond is the original sealed bond and is properly signed and the principal name on the bond matches the business name on your license application.** Many bond companies and agents have the NCC 2014 bond form available on their computer database. You may submit the form generated by your bond company or agent, but it must exactly match the wording on the enclosed bond form. Note: New Castle County will no longer accept continuation certificates.
	5. Identification of Authorized Agents Form for Year 2014 – Page 5	This optional form identifies all representatives who are authorized to act on behalf of a licensed contractor and is **required to be updated every year**. This verification is required for New Castle County Land Use services, such as a building permit application, final inspection checklist signature, and certificate of occupancy.
	6. New Home Builders Warranty	For New Home Builders Only - This classification requires a letter from an approved Warranty Company stating they will warrant every new home built under a contractor's license. A list of approved Warranty Companies can be obtained at the Department of Land Use.
	7. Fee – Includes License Fee	Cash or check payable to: *New Castle County.* License fees are identified on the application and also in the information sheet on page 4 of this packet.

2014 Application Instructions for Utility Contractor License with Permit Contractor Endorsement

Done √	Required Forms	Special Instructions
	1. 2014 Utility Contractor Application – Pages 10 & 11	IMPORTANT: Both the License Holder and the Business Principal are to sign back of application. ALL sections must be completed in full. Partial completion will result in submission return.
	2. Copy of State of Delaware Business License for the Year 2014 or later	A temporary license for **Contractor Resident or Non-resident** or an official receipt from the State of Delaware for a **Contractor Resident or Non-resident** license will be accepted. A copy of the official license must be submitted upon receipt. If applying for a multiple-year license with permit endorsement, a multiple-year license from the State of Delaware must also be submitted. This license is obtained from the State of Delaware, Division of Revenue Office at 302-577-8778.
	3. Current Certificate of Liability Insurance The certificate holder must read: NCC Department of Land Use License Processing 87 Reads Way New Castle, Delaware 19720	The applicant shall provide to New Castle County proof that said person maintains insurance coverage for bodily injury and property damage liability in the following amounts: A. **Bodily Injury Liability** with a minimum limit of two hundred fifty thousand dollars ($250,000.00) for all damages arising out of personal injuries to or death of one person in any one occurrence, and, subject to that limit for each person, an aggregate limit of five hundred thousand dollars ($500,000.00) for all damages arising out of personal injury to or death of two or more persons in any one occurrence. B. **Property Damage Liability** with a minimum limit of two hundred fifty thousand dollars ($250,000.00) for all damages arising out of injury to, destruction of, or loss of use of property in any one occurrence.
	4. 2014 Statutory Compliance Bond – Pages 6 & 7	The original sealed bond must be submitted with the license submission. **Please make sure the bond is the original sealed bond and is properly signed and the principal name on the bond matches the business name on your utility license application.** Many bond companies and agents have the NCC 2014 bond form available on their computer database. You may submit the form generated by your bond company or agent, but it must exactly match the wording on the enclosed bond form. Note: New Castle County will no longer accept continuation certificates.
	5. Identification of Authorized Agents Form for Year 2014 – Page 5	This optional form identifies all representatives who are authorized to act on behalf of a licensed contractor and is **required to be updated every year**. This verification is required for New Castle County Land Use services, such as a building permit application, final inspection checklist signature, and certificate of occupancy.
	6. For HVACR and Plumbing Contractors State of Delaware Trade License***** *****must be full size 'wall' license listing any/all restrictions	These classifications require a copy of the License Holder's current State of Delaware Trade License (wall size) issued by the State of Delaware Division of Professional Regulations 302-739-4522. This requirement for mechanical contractors replaces the previous testing completed under NCC. All contractors performing HVACR and Plumbing work must possess State trade license.
	7. Decorative Appliance Contractors (Gas and/or Solid Fuel)	This classification requires a copy of the License Holder's certificate for either **Gas and/or Solid Fuel,** issued by the N.F.I., National Fireplace Institute 703-524-8030. This is required annually.
	8. Outside Utility Contractors	New applicants must provide a copy of the current Qualification Letter from the New Castle County Special Services Department 302-395-5742. Not required for renewals.
	9. Sewer and Drain Cleaners	New applicants must provide a copy of their Equipment Approval Letter from the New Castle County Special Services Department Sewer Maintenance Section 302-395-5834.
	10. Fee – Includes License Fee	Cash or check payable to: *New Castle County.* License fees are identified on the application and also in the information sheet on page 4 of this packet.

2014 LICENSE AND BONDING INFORMATION SHEET

Building Contractor License with Permit Endorsement - Commercial and Residential

License Category	Maximum Project Valuation	Required Surety Bond	Additional Category Options/Info	License Fees
Class U	Unlimited Value	$200,000.00	-Home Builder[1] -Manf./Mod. Homes[2]	1 year – expires 2014 $400.00
Class A	$200,000.00	$150,000.00	-Home Builder[1] -Manf./Mod. Homes[2]	2 year – expires 2015 $800.00
Class B	$100,000.00	$50,000.00	-Manf./Mod. Homes[2]	3 year – expires 2016 $1200.00
Class C	$ 50,000.00	$25,000.00		

Utility Contractor License with Permit Endorsement[3]

License Category (as defined by State of DE license held)	Required Surety Bond	Additional Category Options/Info	License Fees
Master HVACR License[3]	$25,000.00	Includes all Mechanical work	1 year – expires 2014 $400.00
(this selection includes any and all restricted license categories defined by the Sate of Delaware, Division of Professional Regulation)			
Decorative Appliance License	$10,000.00	Includes Gas and/or Solid Fuel categories	2 year – expires 2015 $800.00
Master Plumber License[3]	$10,000.00	Includes Sewer & Drain and Outside Utility work	
Sewer & Drain Cleaner	$10,000.00		3 year – expires 2016 $1200.00
Outside Utility Contractor	$50,000.00		

[1] **New Home Builders** – All New Home Builders must, at a minimum, be licensed as a Class A building contractor. All New Home Builders must provide proof of membership with a New Castle County approved warranty company. A list of the approved warranty companies is available at the Department of Land Use.

[2] **New HUD Approved Manufactured Home Dealers and Modular Home Dealers** – All New HUD Approved Manufactured Home and Modular Home Dealers must, at a minimum, be licensed as a Class B building contractor and provide proof of membership with an approved warranty company.

[3] **HVACR and Plumbing Contractors** now require a State of Delaware, Division of Professional Regulation License for their trades. This requirement replaces previous testing completed by NCC. HVACR Contractors may not obtain an NCC license without a State license.

NEW CASTLE COUNTY

2014 Identification of Authorized Agents

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

Business Name: _____

NCC License ID: _____

License Holder (applicable for utility contractors): _____

As a principal/license holder of the above named company, I hereby authorize the following individuals to perform the New Castle County Land Use services listed:

- Apply For and Obtain Building Permits
- Sign Final Inspection Checklists
- Accept Certificates of Occupancy
- Sign Lines and Grades

Utility License Holders also authorize the individual to:

- Apply and Obtain Utility Permits on behalf of the license holder. It is understood that this authorization is not a loan of license and the license holder is responsible for supervising and having direct involvement with all work done pursuant to permits signed by the authorized individual [Sec.6.03.003].

Print Name of Authorized Agent	Signature of Authorized Agent
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

It is understood that all authorizations are in good standing until amended in writing and received by the Department of Land Use.

_____
Principal / License Holder Signature*

_____
Printed Name

_____
Date

SUBSCRIBED AND SWORN TO before me this _____ day of _____,20____.

_____
Notary Public

My commission expires on _____
Seal or stamp must be affixed

*Only the License Holder may assign authorized agents for utility companies, not the business principal.

Department of Land Use
Statutory Compliance Bond – 2014 License Period

Surety:
(Address)

Bond No.

Penal Sum:

Effective Date:

Principal:
(Address)

Expiration Date: January 1, 2015

License Period: January 1, 2014 to January 1, 2015

KNOW ALL PERSONS BY THESE PRESENTS, that Principal and Surety are held firmly bound unto New Castle County, a political subdivision of the State of Delaware, in the penal and full amount of this bond, for the payment of such sum shall well and truly be made, we bind ourselves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bound Principal has made application to New Castle County for a contractor license with permit contractor endorsement in the following category(s):

❑ Class U Building Contractor	$200,000	❑ Master HVACR Contractor (this selection includes any/all restricted categories under the Master HVACR contractor license)	$25,000
❑ Class A Building Contractor	$150,000		
❑ Class B Building Contractor	$ 50,000		
❑ Class C Building Contractor	$ 25,000		
		❑ Master Plumber Contractor	$10,000
❑ Outside Utility Contractor	$ 50,000	❑ Sewer and Drain Cleaner	$10,000
❑ Third Party Inspector	$	❑ Decorative Appliance Contractor	$10,000

NOW THEREFORE, in consideration of the contractor license with permit contractor endorsement now or hereafter being granted or continued, Principal and Surety shall:

I. Comply with all provisions of the New Castle County Building Code and all applicable federal and State of Delaware laws and regulations affecting or relating to the business or occupation that the contractor license with permit contractor endorsement is issued the same as if such requirements and provisions were fully set forth in this bond and by reference such requirements and provisions are made a part hereof.

II. Faithfully correct any and all violations of the New Castle County Building Code and all laws, ordinances, and regulations affecting or relating to the business or occupation that the contractor license with permit contractor endorsement is issued discovered within three years from the date of the issuance of the certificate of occupancy or the certificate of completion subject to tolling and accrual provisions of 10 *Del. C.* § 8106.

III. Indemnify and hold harmless New Castle County, its officers, employees, agents, and representatives from any and all liability, loss, damage, or expense of any kind whatsoever that New Castle County, its officers, employees, agents and representatives may sustain or that may be recovered from it or them by reason of the issuance of a contractor license with permit contractor endorsement or from claims related or connected to the execution of work performed by Principal, its, his or her agents and employees, or any subcontractor or any other person under Principal's supervision, direction or control.

IV. Pay all penalties, fees, and charges that are imposed by New Castle County pursuant to the New Castle County Code if Principal fails to pay such charges within thirty (30) days after they are due.

PROVIDED, HOWEVER, that this bond is subject to the following conditions and provisions:

1. If Principal fails to correct any code violations after being noticed and having the opportunity to contest such violations pursuant to the applicable violation, enforcement, and penalty provisions enumerated in the New Castle County Building Code, then Surety shall remedy the default within sixty (60) days of notification by New Castle County.

2. The aggregate penalty of this bond shall not exceed the penal sum stated in this bond.

3. Any claim under this bond shall be instituted before the expiration of three years from the date the certificate of occupancy or certificate of use is issued subject to tolling and accrual provisions of 10 *Del. C.* § 8106.

4. This bond applies to work permitted during the License Period only.

5. Surety may cancel this bond by giving forty-five (45) days advanced notice in writing to the Principal and the New Castle County Code Official at:

Office of the Code Official
New Castle County Department of Land Use
87 Reads Way
New Castle, DE 19720

Surety's liability shall cease upon effective date of cancellation, except with respect to losses, claims or obligations associated with work permitted during the License Period before the effective date of cancellation.

6. This bond may not be continued in whole or in part past the Expiration Date.

IN WITNESS THEREOF, Principal and Surety hereby sign and seal this Bond:

Principal (SIGNATURE)

By:_____
Signature

_____
Print Name

_____
Title

Date:_____

Surety (SEAL) (Agent must attach proof of authority to act as Attorney-in-fact for Surety.)

By:_____
Signature (Seal)

_____
Print Name

_____
Title

Date:_____

Claim Contact Information (include address and phone number):

_____

_____

New Castle County
Department of Land Use

2014 Building Contractor License Application for Permit Endorsement Holders

Company Information	☐ New Applicant ☐ Renewal Application	NCC License ID (if renewal)	
Business Name			
Business Address	Street Address		
City		State	Zip Code
Business Phone	Area Code + Number Ext.	*Business Fax*	Area Code + Number
E-mail Address		*Mobile Phone*	Area Code + Number
Business Owner or Principal Name			
Office Contact(s)		*Phone Number*	Area Code + Number
State of DE Business License #		*Federal Tax ID #*	

License with Permit Contractor Endorsement Application Information
Select the category for which you choose to be licensed. Refer to packet attachments for full details and/or requirements.

License Periods Expiration date selected must match State of DE Business License	**Category and License Fees** ☑ Check the appropriate box Class U Unlimited project valuation	Class A $200,000 maximum project valuation	Class B $100,000 maximum project valuation	Class C $50,000 maximum project valuation
1 year – expires 2014	☐ $400	☐ $400	☐ $400	☐ $400
2 year – expires 2015	☐ $800	☐ $800	☐ $800	☐ $800
3 year – expires 2016	☐ $1200	☐ $1200	☐ $1200	☐ $1200

Quick Review of License Requirements (check all the appropriate boxes prior to submission)

- ☐ Application – front and back of application completed and signed
- ☐ Year 2014 or later State of Delaware Business License for contractors
- ☐ Current Certificate of Liability Insurance
- ☐ 2014 Compliance Bond – back must be signed by owner and have a seal
- ☐ Authorized Agent Form – optional form for those acting on licensed contractor's behalf
- ☐ New Home Builder Warranty Letter – for new home building contractors only
- ☐ Fee – check issued to 'NCC'

Office Use Only		
Review & Approval	Contact ID:	*Packet Processed*
Initials & Date:	Trade License #s:	Initials & Date:

*****PLEASE COMPLETE REVERSE SIDE OF APPLICATION*****

3. Business / Entity – If you are applying on behalf of a business or entity seeking to become licensed, please provide the following information (additional sheets may be attached):

1. The name(s), business address(s), and social security number(s) of the principal(s) and officer(s) of the business seeking to be licensed (i.e. President, Vice-President, Secretary, Treasurer, etc.):

2. The names and addresses of any prior or current construction business under which the named principal(s) operate or have operated as principal during the last five years:

3. Has the business seeking to become licensed ever had a previous registration or license to engage in a specified business denied, suspended or revoked?

   ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

4. Have any of the principals of the business been convicted of a crime or offense relating to fraudulent or dishonest conduct or behavior in Delaware or in any other state within the past five years?

   ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

4. Individual – If you are applying to become licensed in your individual capacity, please provide the following information:

1. Have you ever had a previous registration or license to engage in a specified business denied, suspended or revoked?

   ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

2. Have you been convicted of a crime or offense relating to fraudulent or dishonest conduct or behavior in Delaware or in any other state within the past five years?

   ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

5. **Signature**

I understand that the information contained in this application is of a continuing nature and I will notify the Department of Land Use, in writing, as to any change with respect to any of the information given on this application. I do solemnly declare and affirm under the penalties of perjury that I have researched the information sought by the questions in this application and that the matters set forth in the foregoing application are true and correct.

_____ _____

Signature of Business Owner / Principal Date

New Castle County
Department of Land Use

2014 Utility Contractor License Application for Permit Endorsement Holders

Company Information	☐ New Applicant ☐ Renewal Application	NCC License ID (if renewal)	
Business Name			
Business Address	Street Address		
City		State	Zip Code
Business Phone	Area Code + Number Ext.	*Business Fax*	Area Code + Number
E-mail Address		*Mobile Phone*	Area Code + Number
Business Owner or Principal Name			
Office Contact(s)		*Phone Number*	Area Code + Number
State of DE Business License #		*Federal Tax ID #*	

License with Permit Contractor Endorsement Application Information

Name (License Holder)			
Affiliation with Business Listed Above			
Street Address			
City		State	Zip Code
Phone Number(s)	Area Code + Number		

License Information – Refer to packet attachments for full details and/or requirements for license categories

License Periods and Fees ☑ Check the appropriate box(es)

License Categories	1 year Expires 2014	2 year Expires 2015	3 year Expires 2016	STATE LICENSE REQUIREMENT
Master HVACR License*	☐	☐	☐	*Selected license categories must match the License Holder's State of Delaware, Division of Professional Regulation License submitted with the application. Previous NCC testing categories will no longer be honored.
Master HVACR Restricted FHA License*	☐	☐	☐	
Master HVACR Restricted Hydronic License*	☐	☐	☐	
Master HVACR Restricted Hood License*	☐	☐	☐	
Master HVACR Restricted Refrigeration License*	☐	☐	☐	**License Fees** (includes all selected categories)
Master HVACR Restricted A/C License*	☐	☐	☐	**1 year – expires 2014** $400.00
Master HVACR Restricted Gas Piping License*	☐	☐	☐	
Decorative Appliance Contractor ☐ Gas ☐ Solid Fuel	☐	☐	☐	**2 year – expires 2015** $800.00
Master Plumber (includes sewer/drain & utility)*	☐	☐	☐	
Sewer & Drain Cleaner	☐	☐	☐	**3 year – expires 2016** $1200.00
Outside Utility Contractor	☐	☐	☐	

Office Use Only			
Review & Approval	Contact ID:	Trade License #s:	*Packet Processed*
Initials & Date:			Initials & Date:
	Proof of ID Provided: ❑ Driver's License ❑ State ID (if not DE, provide state _____)		

*****PLEASE COMPLETE REVERSE SIDE OF APPLICATION*****

CONTINUED – 2014 UTILITY CONTRACTOR LICENSE APPLICATION

To Be Completed By License Holder

1. Have you ever had a previous registration or license to engage in a specified business denied, suspended or revoked? ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

2. Have you been convicted of a crime or offense relating to fraudulent or dishonest conduct or behavior in Delaware or in any other state within the past five years?

   ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

Signature

I understand that the information contained in this application is of a continuing nature and I will notify the Department of Land Use, in writing, as to any change with respect to any of the information given on this application. I do solemnly declare and affirm under the penalties of perjury that the matters set forth in the foregoing application are true and correct.

Signature of License Holder _____ Date _____

To Be Completed By Business / Entity Principal – If you are applying on behalf of a business or entity where the company's principal is <u>not the license holder</u>, please provide the following information (additional sheets may be attached):

1. The name(s), business address(s), and social security number(s) of the principal(s) and officer(s) of the business seeking to be licensed (i.e. President, Vice-President, Secretary, Treasurer, etc.):

2. The names and addresses of any prior or current construction business under which the named principal(s) operate or have operated as principal during the last five years:

3. Has the business seeking to become licensed ever had a previous registration or license to engage in a specified business denied, suspended or revoked?

   ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

4. Have any of the principals of the business been convicted of a crime or offense relating to fraudulent or dishonest conduct or behavior in Delaware or in any other state within the past five years?

   ❑ Yes ❑ No

   If so, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

Signature

I understand that the information contained in this application is of a continuing nature and I will notify the Department of Land Use, in writing, as to any change with respect to any of the information given on this application. I do solemnly declare and affirm under the penalties of perjury that I have researched the information sought by the questions in this application and that the matters set forth in the foregoing application are true and correct.

Signature of Business Owner / Principal _____ Date _____