NEW CASTLE COUNTY

Building Permit Requirements
Residential Addition and Accessory Structure

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

REV. 07/01/2014

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

For Residential Deck only projects, please refer to the permit Requirement Sheet for Residential Decks.

- ❑ **Building Permit Application**
- ❑ **Building Contractor License** (The licensed contractor performing the building work, or an authorized representative thereof, must secure the appropriate permits. A license packet may be obtained at the Land Use Department. A homeowner cannot secure the building permit by listing the contractor hired to perform the work. However, a homeowner, but NOT an agent, may secure a building permit without a license if the homeowner is performing all building work and the home is not for sale or any part for rent.
- ❑ **Three (3) Sets of Building Plans** (See sample drawing on the back of this sheet)
- ❑ **Three (3) Copies Current Plot Plan Identifying all Existing <u>and</u> Proposed Improvements to Lot** (Proposed improvements include all work covered under this project)

  OR
- ❑ **Two (2) Copies of Lines and Grades Plan and a signed and sealed copy of the most recent Residential Lines and Grades Checklist. Plans must be signed by property owner.** (Applies to Buildings/Additions Greater Than 480 SF – Contact the Engineering Section of the Land Use Department for approval requirements)
- ❑ **Variance(s) from the NCC Board of Adjustment** (If applicable, call 302-395-5400)
- ❑ **Septic Capacity Approval or Waiver from DNREC** (If Septic System applicable and construction includes new bedroom(s), call 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, see the requirement sheet for demolition permits for additional information.)
- ❑ **Street Entrance/Exit Permit or Waiver from Delaware Department of Transportation** – To be provided when the addition or accessory structure project involves relocation of an existing street entrance/exit or establishment of a new or second street entrance/exit (302-326-4679).

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

After permit issuance, the following items may be required for the project: Plumbing permit obtained by a NCC registered plumber and HVAC, Refrigeration and Hood Ventilation permits obtained by a NCC registered mechanical contractor. Additionally, an As-Built Survey may 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.

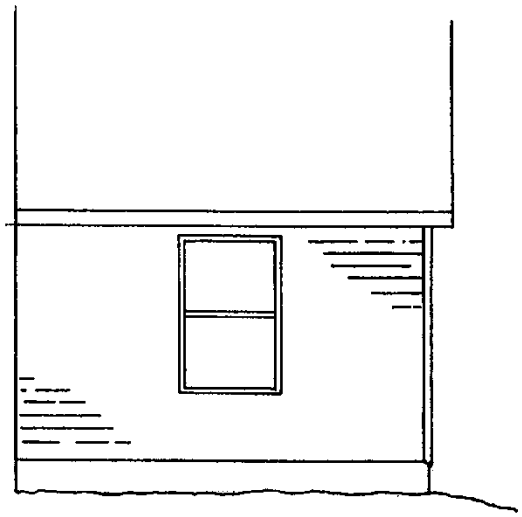
FEES:	**Building Permit Fee:**	$11.50/$1,000 of valuation	**(Minimum Total Fee: $133.00)**
	Cert. of Occupancy:	$55.00	
	Zoning Permit Fee:	10% of Permit Fee ($20 minimum / $137 maximum)	
	NCC Volunteer Fire Assistance Fund Fee:	0.50% of permit valuation	
	Sewer Fees:	Include Connection, Wastewater Treatment, and Capital Project Fees	
	Engineering Fee:	A floodplain/wetland review fee of $50.00 may apply to applicable projects not receiving prior site plan review	

Please Note – Deed restrictions may exist for your community. It is the responsibility of the property owner to review deed restrictions prior to submitting the building permit application and modify plans if necessary to comply with both New Castle County zoning requirements and the community deed restrictions.

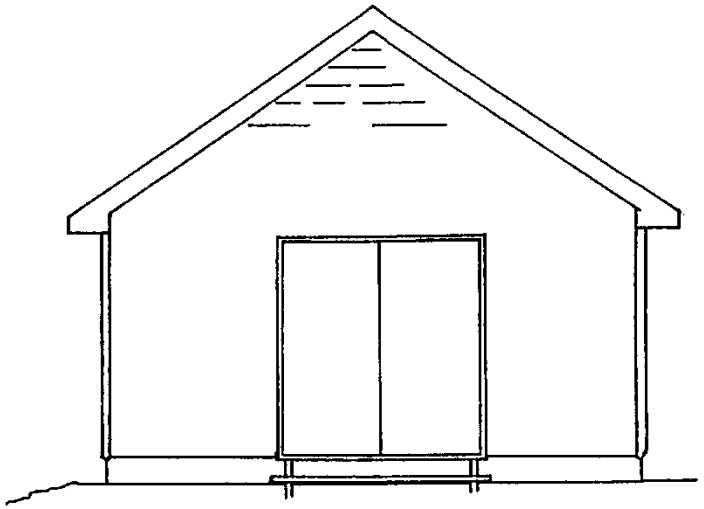
SAMPLE DRAWING

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

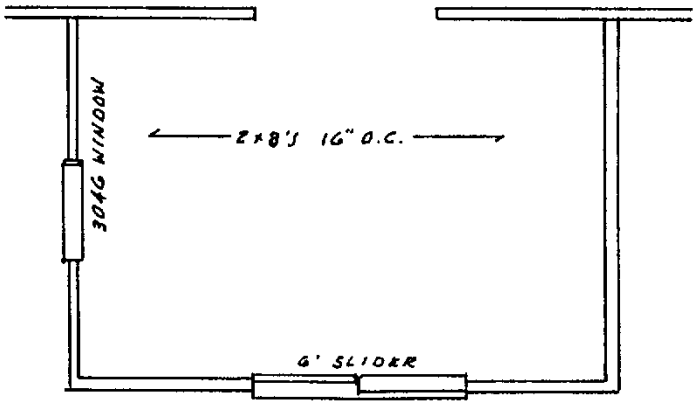
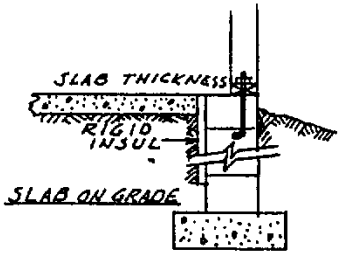
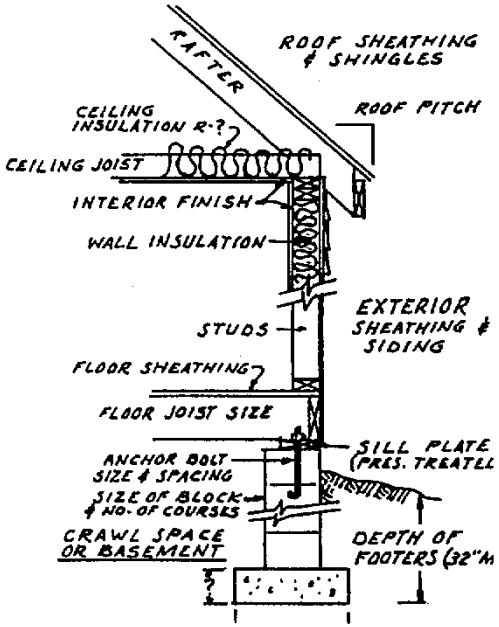
NOTE: This drawing is provided for informational purposes only. The actual drawing submitted should be 1/4" = 1' scale or larger.



SIDE VIEW



REAR VIEW



FLOOR PLAN