NEW CASTLE COUNTY

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

Building Permit Requirements
Demolition of Structure

REV. 07/01/2009

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

- ❑ **Demolition Permit Application** Requires a drawing or attached plan of the property showing approximate location of structure(s) to be demolished along with roads, other buildings, etc. – current plot plan or site plan is preferred.

- ❑ **Historic Review Requirements**

  - All structures are subject to review for historic significance. Within 20 working days of application, the Department will make a determination on the age and significance of the structure. An applicant can assist the Department to conduct a timely review by submitting photographs, an accurate site plan, and any documentation that may indicate the age of the structure. Dated construction drawings, building permits, and any other record that verifies the date of the structure or when the property was still vacant, are helpful and will be reviewed during the initial 20 day period. Deeds usually do not indicate the age of structures.

    If found to be 50 years old and historically significant, the application will be scheduled for further review by the Historic Review Board. This Board may delay the issuance of a permit for up to 9 months from the date of application, during which time alternatives to demolition shall be sought. If brought to this level of review the applicant will be advised to provide to the Board complete information about the project.

- ❑ **Contractor License** The licensed contractor performing the work, or an authorized representative thereof, must secure the appropriate permits. Demolition permits may be obtained by building, utility, and/or non-permit endorsed contractors. A homeowner may secure a permit without a license if the homeowner is performing all demolition work and the home is not for sale or any part for rent.

- ❑ **Written Permission from the Property Owner must be produced.** This may consist of the owner's signature on the permit application or a dated letter from the owner authorizing the proposed demolition.

- ❑ **State of Delaware Asbestos Inspection Form.** Required for all Commercial Demolition Permits. (Contact DNREC at 302-323-4542).

- ❑ **Demolition Disconnection Verification Form**

- ❑ **Copies of Letters to Adjacent Property Owners Notifying of the Proposed Demolition** (defined as any neighboring parcel that touches the project parcel). Property owner information available from the Department of Land Use.

- ❑ **Plumbing Permit for sewer line.** Sewer lines must be terminated at the property line and capped by a licensed and NCC registered plumber. The plumbing permit is required prior to permit issuance. The applicant may apply for the permit and have work performed during the historic review stage of the permit application.

- ❑ **Site Requirements**

  - Any buried LP gas or fuel oil storage tanks must be removed. Septic tanks must be removed, filled in or collapsed per DNREC Regulations.
  - Any foundations must be removed to 18" below grade and site shall be leveled with topsoil and seeded unless another structure is to be built on that location within three months. (In-ground pools also follow this guideline.)
  - Any land disturbance greater than 5,000 sq. ft., except where exempt through Section 3 of the Delaware Sediment and Stormwater Regulations, shall provide an erosion and sediment control plan.

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.

FEES: Demolition Permit Fee

Residential structures, other than a single family dwelling:	$75.00
Single family dwelling and non-residential structures:	$125.00

Engineering Fee

A floodplain/wetland review fee of $25.00 may apply to applicable projects not receiving prior site plan review