



DEPARTMENT OF LAND USE

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

FOR PERMIT ENDORSED BUILDING CONTRACTORS

Complete license packets will be accepted by mail or may be delivered in person to the address stated below. NCC is unable to accept email submissions.

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

Renewals: All renewal license packets not submitted by **December 31, 2018** may cause a delay in the issuance of your permits and related services.

Walk-In Processing: The Front Lobby Kiosk will be open from 8am to 3pm for license processing. After 3pm, only drop-off submissions will be accepted.

Incomplete submissions: All incomplete submissions **will be returned** prior to processing. Money received for renewals will be held in your escrow account with New Castle County until a complete submission is received and processed.

This packet contains the following:

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

This information and all forms are available on the New Castle County Land Use website at: www.nccde.org/180/Contractor-Licensing.

Code Book Notice: New Castle County adopted the 2018 International Codes with amendments in November of 2018. All permit-endorsed contractors are required to obtain the 2018 International Code(s) that are applicable to their trade at time of license application or present documentation that they have previously obtained a copy.

IMPORTANT NOTICE: Please verify that the business name listed on your State of Delaware Business License is correct. The business name on your license application, certificate of liability insurance, and statutory compliance bond **must all** be identical to your State of Delaware Business License.

2019 Application Instructions for Building Contractor License with Permit Contractor Endorsement

Done √	Required Forms	Special Instructions
	1. 2019 Building Contractor Application – Pages 9 & 10	ALL sections must be completed in full and the back of the application must be signed and dated.
	2. Copy of State of Delaware Business License for the Year 2019 or later	A temporary license for Contractor Resident or Non-Resident license will be accepted until a copy of the official license is submitted or your NCC license will become inactive (60 days from date of State temporary license). If applying for a multiple-year license, a multiple-year license from the State of Delaware must also be submitted and both shall expire in the same year. 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, DE 19720	The applicant shall provide to New Castle County proof that said business maintains insurance coverage for bodily injury and property damage liability in the following amounts: 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 and all damages arising out of injury to, destruction of, or loss of use of property in any one occurrence. B. Aggregate limit of five hundred thousand dollars (\$500,000) for all damages arising out of personal injury to or death of two or more persons in any one occurrence.
	4. 2019 Statutory Compliance Bond – Pages 7 & 8	The bond must be properly signed on the back by the Principal (listed on the license application) and the Surety Agent (seal must be legible). The principal (company name and address) on the front of the bond must match the business name on your license application and your State of Delaware Business License. Your bond company or agent must use the form in this packet or the form available on the NCCLU website at: www.nccde.org/180/Contractor-Licensing . Modified bond forms will not be accepted.
	5. 2019 Identification of Authorized Agents Form – Page 5	This optional form identifies all representatives who are authorized to receive NCC Land Use services on behalf of a licensed contractor for the current year.
	6. New Home Builder Warranty	New Home Builders Only - This classification requires a letter from an approved Warranty Company stating they will warrant every new home built under your contractor's license. A list of approved Warranty Companies is available on the NCCLU website at: www.nccdelu.org .
	7. Fee – Includes License Fee and Code Book Purchase (if applicable)	Cash or check payable to: <i>New Castle County</i> . License fees are identified on the application and also in the information sheet on page 4 of this packet. Note: New Castle County adopted the 2018 International Codes with amendments in November of 2018. All permit-endorsed contractors are required to obtain the 2018 International Code(s) that are applicable to their trade at time of license application or present documentation that they have previously obtained a copy. Refer to page 4 in this packet for more details.

2019 LICENSE, BONDING and CODE BOOK INFORMATION SHEET

Building Contractor License with Permit Endorsement				
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 2019 \$400.00
Class A	\$200,000.00	\$150,000.00	-Home Builder ¹ -Manf./Mod. Homes ²	2 year – expires 2020 \$800.00
Class B	\$100,000.00	\$50,000.00	-Manf./Mod. Homes ²	3 year – expires 2021 \$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 Professional License held)	Required Surety Bond	Additional Category Options/Info	License Fees
HVACR License ³ (this selection includes any and all restricted license categories defined by the State of Delaware, Division of Professional Regulation)	\$25,000.00	Includes all Mechanical work	1 year – expires 2019 \$400.00
Decorative Appliance License	\$10,000.00	Includes Gas and/or Solid Fuel categories	2 year – expires 2020 \$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 2021 \$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 approved Warranty Companies is available on the NCCLU website at: www.nccdelu.org.

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** require a State of Delaware, Division of Professional Regulation License for their trades.

Required Code Book by License Category ⁴		
Building Contractors	Required Code Book	Cost
Class A,B,C,U Building Contractors may purchase the IBC <u>or</u> IRC, depending on their scope of work.	2018 International Building Code (IBC)	\$104.00
	2018 International Residential Code (IRC)	\$104.00
Swimming Pool and Spa Contractors	2018 International Swimming Pool and Spa Code (ISPSC)	\$65.00
Utility Contractors	Required Code Book	Cost
FHA, Hydronic, Hood, Refrigeration, A/C, Gas Piping	2015 International Mechanical Code Bundle – includes both the Mechanical Code (IMC) and the Fuel Gas Code (IFGC)	\$140.00
Decorative Appliance license holders	2015 International Mechanical Code (IMC)	\$70.00
Master Plumber license holders	2015 International Plumbing Code Bundle – includes both the Plumbing Code (IPC) and the Fuel Gas Code (IFGC)	\$140.00
Sewer & Drain Cleaner and Outside Utility license holders	2015 International Plumbing Code (IPC)	\$70.00
Utility contractors with both Mechanical and Plumbing licenses	2015 International Mechanical and Plumbing Code Bundle – includes the IMC, IPC, and the IFGC	\$210.00
All mailed and drop-off submissions requiring code book purchase must include an additional shipping fee.		\$10.00

⁴ **Additional Code Book Categories** – A complete list of code books adopted and/or enforced and available for purchase by New Castle County is available online and at the Land Use Customer Service Desk.



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

DATE RECEIVED _____

This form identifies all representatives that are authorized to act on behalf of a licensed contractor. All names and signatures of authorized individuals must be completed prior to the notarized signature of the Principal or License Holder (utility contractors).

Business Name: _____ NCC License ID: _____

License Holder Name (applicable for utility contractors only): _____

As a principal/license holder of the above-named company, I hereby authorize the following individuals to perform permit services for New Castle County Land Use Department.

Utility License Holders only:

- 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

Five horizontal lines for printing the name of the authorized agent.

Five horizontal lines for the signature of the 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 or License Holder (if applicable) 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. Principal must be a listed principal on the license application.



New Castle County
Department of Land Use
Statutory Compliance Bond

2019 Bond

Surety (Company Name & Address):

Bond Number:

Penal Sum:

Effective Date:

Principal (Business Name & Address):

(must be dated 1/1/2019 or later)

Expiration Date: January 1, 2020

License Period: January 1, 2019 to January 1, 2020

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 in the following category(s):

- | | | | |
|------------------------------------------------------|-----------|----------------------------------------------------------|----------|
| <input type="checkbox"/> Class U Building Contractor | \$200,000 | <input type="checkbox"/> HVACR Contractor | \$25,000 |
| <input type="checkbox"/> Class A Building Contractor | \$150,000 | <input type="checkbox"/> Master Plumber Contractor | \$10,000 |
| <input type="checkbox"/> Class B Building Contractor | \$50,000 | <input type="checkbox"/> Sewer and Drain Cleaner | \$10,000 |
| <input type="checkbox"/> Class C Building Contractor | \$25,000 | <input type="checkbox"/> Decorative Appliance Contractor | \$10,000 |
| | | <input type="checkbox"/> Outside Utility Contractor | \$50,000 |

NOW THEREFORE, in consideration of New Castle County now or hereafter granting or renewing the above designated contractor license, Principal shall:

1. Comply with all provisions of the *New Castle County Code*, state of Delaware and federal laws, rules and regulations, and all standards and policies affecting or relating to the business or occupation that the contractor license 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.
2. Faithfully correct any and all violations of the *New Castle County Code*, state of Delaware and federal laws, rules and regulations, and all standards and policies affecting or relating to the business or occupation that the contractor license is issued within the time provided by the Department of Land Use or as otherwise provided in the applicable Violation Notice or Rule to Show Cause Decision.
3. 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 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.
4. Pay all penalties, fees, and charges that are imposed by New Castle County upon Principal pursuant to applicable violation, enforcement, and penalty provisions of the *New Castle County Code*.

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

5. If Principal fails to correct any violation of law after being noticed and having the opportunity to contest such violations pursuant to the applicable violation, enforcement, and penalty provisions of the *New Castle County Code*, Surety shall remedy the default within sixty (60) days of County's demand, unless additional time is granted in writing by County.
6. If Principal fails to remit payment of penalties, fees, and charges assessed by County pursuant to section 4 above within thirty (30) days after they are due, County may demand that Surety pay such unpaid penalties, fees, and charges and Surety shall remit payment within (60) days from such demand.
7. The aggregate penalty of this Bond shall not exceed the penal sum stated in this Bond.
8. This Bond applies to work performed or permitted during the License Period only. The County shall provide a notice of violation within three (3) years from the date the Certificate of Occupancy, Completion, or Use is issued for the work performed pursuant to said permit subject to tolling and accrual provisions of 10 *Del. C.* § 8106. Where work is performed in the absence of a required permit, the County shall provide a notice of violation within three (3) years from the date the County discovers the violation. Payment under this Bond shall be warranted if the notice of violation for said work has been issued to Principal as provided herein and subject to paragraphs 5 and 6 above.
9. Surety may cancel this Bond by giving forty-five (45) days advanced notice to Principal and County. Surety's liability shall cease upon effective date of cancellation, except with respect to losses, claims or obligations associated with work permitted or performed during the License Period before the effective date of cancellation. Notice to the County shall be made to: General Manager, New Castle County Department of Land Use, New Castle County Government Center, 87 Reads Way, New Castle, DE 19720.
10. This Bond may not be continued in whole or in part past the Expiration Date.
11. Demands and notices made pursuant to this Bond shall be in writing.

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

Principal (Must be listed as principal of business on license application)

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

By: _____
Signature

By: _____
Signature and Seal

Print Name

Print Name

Title

Title

Date

Date

Surety must provide claim contact information (include name, address, email and phone number):

--



Company Information

New Applicant Renewal Application

NCC Contractor ID # _____

<i>Business Name</i>	
<i>Business Address</i>	Street _____
City _____	State _____ Zip Code _____
<i>Business Phone</i>	<i>Office Contact</i> _____
<i>E-mail Address</i> _____	
<i>Business Owner or Principal Name</i> _____	
<i>State of DE Business License #</i> _____	<i>Federal Tax ID #</i> _____

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.

Category and License Fees					
<input checked="" type="checkbox"/> Check the appropriate box					
License Periods <small>If applying for a multiple-year license, a multiple-year license from the State of Delaware must also be submitted and both shall expire in the same year.</small>	Class U <small>Unlimited project valuation</small>	Class A <small>\$200,000 maximum project valuation</small>	Class B <small>\$100,000 maximum project valuation</small>	Class C <small>\$50,000 maximum project valuation</small>	2018 Code Book Purchase <small>(see page 4 of packet for details)</small>
	1 year – expires 2019	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400	<input type="checkbox"/> \$400
2 year – expires 2020	<input type="checkbox"/> \$800	<input type="checkbox"/> \$800	<input type="checkbox"/> \$800	<input type="checkbox"/> \$800	<input type="checkbox"/> 2018 Int'l Residential Code \$104.00
3 year – expires 2021	<input type="checkbox"/> \$1200	<input type="checkbox"/> \$1200	<input type="checkbox"/> \$1200	<input type="checkbox"/> \$1200	<input type="checkbox"/> 2018 Int'l Swimming Pool Code \$65.00 <input type="checkbox"/> Shipping fee for code book \$10.00

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

- 2019 License Application
- 2019 or later State of Delaware Business License for contractor resident or non-resident
- Current Certificate of Liability Insurance
- 2019 Statutory Compliance Bond with Proof of Authority
- 2019 Identification of Authorized Agents Form – optional form for those acting on licensed contractor's behalf
- New Home Builder Warranty Letter – new home building contractors only
- Fee (license and code book fees) – check issued to 'NCC'

Office Use Only	
Contact ID: _____	Packet Processed Initials & Date:
Trade License #s: _____	
Code Books Verf'd: <input type="checkbox"/> Int'l Building Code <input type="checkbox"/> Int'l Residential Code <input type="checkbox"/> Int'l Swimming Pool and Spa Code	

CONTINUED – 2019 BUILDING CONTRACTOR LICENSE APPLICATION

COMPLETE THE BUSINESS **OR** THE INDIVIDUAL SECTION **AND** SIGN AT THE BOTTOM

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, title, and social security number (or other satisfactory identification) of the principals and officers 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.

Individual / Sole Proprietor – 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.

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.

Print Name of Business Owner / Principal

Signature

Date