



**DEPARTMENT OF LAND USE**

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

**FOR PERMIT ENDORSED UTILITY CONTRACTORS**

All **new** license holders must **deliver in person** a complete license submission and provide proof of identity. Renewals 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 Utility 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
- Utility 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](http://www.nccde.org/180/Contractor-Licensing).

**Code Book Notice:** New Castle County adopted the 2015 International Utility Codes with amendments in March of 2015. All permit-endorsed contractors are required to obtain the 2015 International Utility 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 Utility Contractor License with Permit Contractor Endorsement

Done √	Required Forms	Special Instructions
	1. 2019 Utility Contractor Application – Pages 11 & 12	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 <b>Contractor Resident</b> or <b>Non-Resident</b> 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: <a href="http://www.nccde.org/180/Contractor-Licensing">www.nccde.org/180/Contractor-Licensing</a> . <b>Modified bond forms will not be accepted.</b>
	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. For HVACR and Plumbing Contractors	These classifications require a copy of the License Holder's current State of Delaware Trade License (full size license, not ID card) issued by the State of Delaware Division of Professional Regulations 302-739-4522.
	7. Decorative Appliance Contractors	This classification requires a copy of the License Holder's current certificate for either <b>Gas and/or Solid Fuel</b> , issued by the N.F.I., National Fireplace Institute 703-524-8030.
	8. Outside Utility Contractors	All applicants must provide a copy of their current Certification of Prequalification Letter from the New Castle County Department of Public Works 302-395-5749. (NOTE: This letter is only valid for 2 years from date of letter).
	9. Sewer and Drain Cleaners	All applicants must provide a copy of their current Equipment Approval Letter from the New Castle County Department of Public Works Sewer Maintenance Section 302-395-5834.
	10. 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 2015 International Utility Codes with amendments in March of 2015. All permit-endorsed contractors are required to obtain the 2015 International Utility 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 <sup>1</sup> -Manf./Mod. Homes <sup>2</sup>	1 year – expires 2019 \$400.00
Class A	\$200,000.00	\$150,000.00	-Home Builder <sup>1</sup> -Manf./Mod. Homes <sup>2</sup>	2 year – expires 2020 \$800.00
Class B	\$100,000.00	\$50,000.00	-Manf./Mod. Homes <sup>2</sup>	3 year – expires 2021 \$1200.00
Class C	\$ 50,000.00	\$25,000.00		

Utility Contractor License with Permit Endorsement <sup>3</sup>			
License Category (as defined by State of DE Professional License held)	Required Surety Bond	Additional Category Options/Info	License Fees
HVACR License <sup>3</sup> (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 <sup>3</sup>	\$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		

<sup>1</sup> **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](http://www.nccdelu.org).

<sup>2</sup> **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.

<sup>3</sup> **HVACR and Plumbing Contractors** require a State of Delaware, Division of Professional Regulation License for their trades.

Required Code Book by License Category <sup>4</sup>		
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
<b>All mailed and drop-off submissions requiring code book purchase must include an additional shipping fee.</b>		<b>\$10.00</b>

<sup>4</sup> **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](http://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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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\_\_\_\_\_  
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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):**

--





<b>Company Information</b>		<input type="checkbox"/> New Applicant	<input type="checkbox"/> Renewal Application	NCC Contractor ID #	
Business Name					
Business Address	Street				
City	State			Zip Code	
Business Phone				Office Contact	
E-mail Address					
Business Owner or Principal Name					
State of DE Business License #				Federal Tax ID #	

**State of DE Division of Professional Regulation License Holder Information**  
(Excludes Sewer & Drain Cleaner and Outside Utility Contractors)

License Holder Name			
Affiliation with Business		SSN	
Street Address			
City	State		Zip Code
Phone Number(s)			

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

License Periods and Fees <input checked="" type="checkbox"/> Check the appropriate box(es)				
License Categories	1 year Expires 2019	2 year Expires 2020	3 year Expires 2021	
Master HVACR License*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>STATE LICENSE REQUIREMENT</b> *Selected license categories must match the License Holder's State of Delaware Division of Professional Regulation License.
Master HVACR Restricted FHA License*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Master HVACR Restricted Hydronic License*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Master HVACR Restricted Hood License*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>License Fees</b> (includes all selected categories)
Master HVACR Restricted Refrigeration License*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Master HVACR Restricted A/C License*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1 year – expires 2019</b> \$400.00
Master HVACR Restricted Gas Piping License*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decorative Appliance Contractor License <input type="checkbox"/> Gas <input type="checkbox"/> Solid Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2 year – expires 2020</b> \$800.00
Master Plumber License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer & Drain Cleaner License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3 year – expires 2021</b> \$1200.00
Outside Utility Contractor License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Code Books Required</b> – NCC enforces the 2015 International Utility Codes and NCC Code requires Utility Contractors to obtain the appropriate code books. See page 4 of the packet for more details.	<input type="checkbox"/> 2015 Int'l Mechanical Code Bundle (includes IMC & IFGC) - \$140.00 <input type="checkbox"/> 2015 Int'l Plumbing Code Bundle (includes IPC & IFGC) - \$140.00 <input type="checkbox"/> 2015 Int'l Mechanical Code - \$70.00 <input type="checkbox"/> 2015 Int'l Plumbing Code - \$70.00 <input type="checkbox"/> 2015 Int'l Utility Code Bundle (includes IMC, IFGC, & IPC) - \$210.00 <input type="checkbox"/> <b>Shipping fee for code book - \$10.00</b>			

Office Use Only		
Verf'd: <input type="checkbox"/> IMC <input type="checkbox"/> IPC <input type="checkbox"/> Combo	Proof of Identification: <input type="checkbox"/>	Packet Processed - Initials & Date:
Contact ID:	Trade License #(s):	

COMPLETE THE LICENSE HOLDER **AND** BUSINESS SECTIONS

**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.*

\_\_\_\_\_  
Print Name of License Holder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To Be Completed By Business / Entity Principal**

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.

**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