



Non-Residential building permits are now processed using eServices – a web-based software program that uses digital files to simplify document review and approval. This software can be accessed through the New Castle County eServices (eApply and ePlans) webpage (www.nccde.org/eplans). Should you have any questions or need assistance, please contact Customer Service at 302-395-5400.

Please note that documents received outside of the eServices process will no longer be accepted unless approved by the Code Official.

Step 1:

- Complete the Automated Building Permit Application using the eApply system** (This electronic application replaces the previously submitted paper application form)

Step 2:

- Check your email for approval to upload your permit documents and plans**

Step 3:

- Upload the applicable documents outlined below** (For more information on how to upload to ePlans properly, go to www.nccde.org/eplans-resource-center)

Documents Required by New Castle County

- Building Plans* - Bearing the Signature and Seal of a Delaware Registered Design Professional – Architect/Engineer** (Department reserves the right to reject drawings sealed by professionals working out of their discipline)
* **Each individual sheet MUST be saved as a separate PDF document and in landscape orientation prior to the upload process**
Note: MEP drawings are not required or reviewed with the building plan submission
- Evaluation Form for Building Energy Code Compliance (2018 IECC standard [COMcheck] or ASHRAE standard 90.1-2016)** (Provided by Project Architect or www.energycodes.gov – Plans greater than 5,000 SF also require Architect's signature and seal on the form.)
- Statement of Special Inspections** (Per IBC requirements, section 1704 – Standard form available here: www.nccde.org/215/Non-Residential-Permits – Property Owner signature and Design Professional signature and seal are required on the form)
- NCC Approved Lines and Grades (L&G) Plan and the latest Grading Plan Checklist both Signed and Sealed by a Delaware Licensed Engineer or Surveyor** (Applies to Buildings and Additions that are greater than 480 SF – Additional information and forms available here: www.nccde.org/355/Engineering-Review)

OR

- Site Plan - Sealed by Engineer/Surveyor, Identifying Existing and Proposed Improvements to Lot**
- Approved and Executed Record Plan** (Most recently recorded plan filed at the Recorder of Deeds Office: 302-395-7700)
- Building Plan Compliance Certifications by Owner, Project Architect, and Project Engineer or Land Surveyor** (Standard forms available here: www.nccde.org/215/Non-Residential-Permits)
- Sewer Agreement or Land Development Improvement Agreement (LDIA) from NCC Department of Public Works** (If sewer service applicable: LDIA (filed at the Recorder of Deeds Office: 302-395-7700) **OR** Sewer Agreement (NCC Department of Public Works: 302-395-5734))
- Perimeter Control Inspection (PCI) For Sediment and Stormwater Approval or Waiver** (Coordinate with the Engineering Section of the Land Use Department or provide passed Inspection Report)
Note: This approval or waiver is provided after the completion of the Preconstruction Meeting
- Material Safety Data Sheets (MSDS)** (If applicable, provide class type and quantity of hazardous materials to be stored)
- Variance(s) from NCC Board of Adjustment** (If applicable: 302-395-5400)

**Documents Required from Outside Agencies**

- Fire Marshal Approval or Waiver of Building Plans** (302-323-5365)
- DeIDOT Street Entrance/Exit Permit or Authorized Correspondence** (Required for both new and existing entrances –302-326-4679 – Please note that a temporary permit is not acceptable)
- Board of Health Approval or Waiver** (If existing or proposed food service: 302-744-4546)
- Septic Approval or Waiver from DNREC** (If septic system applicable: 302-739-9947)
- Well Approval or Waiver from DNREC** (If well water applicable: 302-739-9944)
- National Pollutant Discharge Elimination System (NPDES) Permit** (required in I or HI Districts – DNREC: 302-739-9946)

Fees (For valuation calculation, refer to the Valuation for New Non-Residential Projects form available here: <http://www.nccde.org/215/Non-Residential-Permits>)

Building Permit Fee: \$12 per \$1,000 of valuation up to \$1 Million and \$5.25 per \$1,000 over \$1 Million (\$60 Minimum)

Certificate of Occupancy: \$60

Zoning Permit Fee: 10% of Building Permit Fee (\$21 Minimum / \$145 Maximum)

NCC Volunteer Fire

Assistance Fund Fee: 0.5% of valuation (for the first \$1 Million of valuation)

Sewer Fees: Includes Connection, Wastewater Treatment, and Capital Project Fees, in addition to applicable Sewer Impact or Capitol Recovery Fees

Impact Fees: All new construction may be subject to service related Impact Fees

Engineering Fee: A Floodplain/Wetland and/or Individual L&G Plan review fee of \$65 per review may apply to applicable projects

Note: Non-residential projects may be reviewed by a Third Party Agency.

Comments

- Building Contractor License** (Contractors must be licensed as a permit-endorsed contractor with New Castle County)
- Preconstruction Meeting must occur prior to permit issuance** (Additional information available here: www.nccde.org/400/Site-Management)
- After permit issuance, the following items may be required for the project:**
 - Plumbing permit obtained by a NCC licensed plumber
 - HVAC, Refrigeration, and Hood Ventilation permits obtained by a NCC licensed mechanical contractor
 - Foundation As-Built Certification/Survey will 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)

Note: NCC may accept partial submissions of documents while certain permit requirements are being obtained by the applicant. Please contact the Permits Section at 302-395-5420 for more information.