



**Completed license packets are accepted in the following ways:**

1. Email: [licensing@newcastlede.gov](mailto:licensing@newcastlede.gov)
2. Mail: NCC Department of Land Use  
License Processing  
87 Reads Way  
New Castle, DE 19720
3. Walk-In: All packets brought into the office through 12/31/2019 will be drop-off ONLY.

All packets brought into the office after 1/1/2020 will be processed at the Front Lobby Kiosk between 8am and 3pm. After 3pm, only drop-off submissions will be accepted.

**IMPORTANT NOTICE:** NCC will not print State of DE business or professional licenses. These licenses must be included with your license packet submission.

**Incomplete submissions:** All incomplete submissions **will be returned** prior to processing via email or in-person during kiosk processing. Money received for renewals will be held in your escrow account with NCC until a complete submission is received and processed.

**Code Books:** New Castle County adopted the 2018 International Codes with amendments in November of 2018. All permit-endorsed contractors that have not been licensed in NCC since 2019 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.

**Business Information:** Ensure you know the type of business entity you maintain (i.e. Sole Proprietorship, Corporation, LLC, Partnership, etc.) as this information is required on the NCC contractor license application.

A sole proprietor is someone who owns an unincorporated business by himself or herself. Please note, if you are the sole member of a domestic limited liability company (LLC), you are not a sole proprietor.

A business entity is a legal entity that has been filed with the DE Division of Corporations and has a Federal Employer Identification Number (FEIN) (i.e. Corporation, LLC, Partnership, etc.).

Please refer to the following webpages for further information:

<https://revenue.delaware.gov/>

[https://revenuefiles.delaware.gov/docs/business\\_structures\\_table.pdf](https://revenuefiles.delaware.gov/docs/business_structures_table.pdf)

<https://corp.delaware.gov/>

## **Top Reasons why your building contractor submission will Not be accepted:**

(Refer to page 3 'Submission Requirements' for more details)

1. Incomplete and/or missing information (i.e. name, title, and SSN or government issued ID #, signature, etc.) on the license application
2. State of DE business license not included with submission
3. Surety's seal not legible on Bond
4. Proof of Authority or Power of Attorney for Surety not included with Bond
5. Sole Proprietor or Business Entity Principal name and/or signature missing on Bond
6. Signature of Contractor on Bond is not that of the Sole Proprietor or a Business Entity Principal listed on the license application
7. Bond form was modified from original format
8. Code book proof of purchase not included with submission or not indicated as a purchase on the license application
9. Identification of Authorized Agents form not signed in the presence of a notary
10. Expiration date of multi-year State of DE business license does not match the selected license period on the NCC license application
11. Certificate of Liability Insurance does not list New Castle County as the Certificate Holder with correct mailing address

## 2020 Building Contractor Submission Requirements

| Done<br>√ | Required Forms   | Special Instructions   |
|-----------|--|--|
|           | 1. 2020 Building Contractor Application – Pages 5 & 6  | ALL sections must be completed in full and the back of the application must be signed and dated by the sole proprietor or principal of the business entity.  |
|           | 2. Copy of State of Delaware Business License for the Year 2020 or later   | A temporary license for <b>Contractor Resident or Non-Resident</b> will be accepted. Your NCC license will become inactive 60 days from date of State temporary license issuance until the official state license is received by NCC. If applying for a multiple-year NCC license, a multiple-year license from the State of DE must also be submitted and both shall expire in the same year. This license is obtained from the State of DE, Division of Revenue Office 302-577-8778.   |
|           | 3. Current Certificate of Liability Insurance<br><br>The certificate holder must read:<br><br>NCC Department of Land Use<br><br>License Processing<br><br>87 Reads Way<br><br>New Castle, DE 19720 | The applicant shall provide to NCC proof that said business maintains insurance coverage for bodily injury and property damage liability in the following amounts:<br><br>A. Minimum limit of \$250,000 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.<br><br>B. Aggregate limit of \$500,000 for all damages arising out of personal injury to or death of two or more persons in any one occurrence.   |
|           | 4. 2020 Statutory Compliance Bond – Pages 7 & 8  | The Bond must be properly signed on the back by the sole proprietor or principal of the business entity (listed on the license application) and the surety agent (seal must be legible). The Company (business name and address) on the front of the Bond must match the sole proprietor or business entity name on your license application. Your Surety company or agent must use the form in this packet or the form available online 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. 2020 Identification of Authorized Agents Form – Page 9  | 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 NCC approved warranty companies is available online at: <a href="http://www.nccdelu.org">www.nccdelu.org</a> .  |
|           | 7. Fee – Includes License Fee and Code Book Purchase (if applicable)   | Emailed and drop-off submissions will receive a link to pay online with a credit card once the submission is acceptable for processing. Cash or check payable to: <i>New Castle County</i> are acceptable. License fees are identified on the application and on the information sheet on page 4 of this packet.<br><br>Note: New Castle County adopted the 2018 International Codes with amendments in November of 2018. All permit-endorsed contractors that have not been licensed in NCC since 2019 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. |

## 2020 LICENSE, BONDING and CODE BOOK INFORMATION SHEET

| License Category | Maximum Project Valuation | Required Surety Bond | Additional Category Options/Info                             |
|------------------|---------------------------|----------------------|--|
| Class U          | Unlimited Value           | \$200,000            | -Home Builder <sup>1</sup><br>-Manf./Mod. Homes <sup>2</sup> |
| Class A          | \$200,000                 | \$150,000            | -Home Builder <sup>1</sup><br>-Manf./Mod. Homes <sup>2</sup> |
| Class B          | \$100,000                 | \$50,000             | -Manf./Mod. Homes <sup>2</sup>                               |
| Class C          | \$50,000                  | \$25,000             |  |

| License Category  | Required Surety Bond | Additional Category Options/Info                |
|---|----------------------|---|
| HVACR License <sup>3</sup> (this selection includes Master HVAC and all restricted license categories as defined by the State of Delaware, Division of Professional Regulation) | \$25,000             | Includes all Mechanical work                    |
| Decorative Appliance License  | \$10,000             | Includes Gas and/or Solid Fuel categories       |
| Master Plumber License <sup>3</sup>   | \$10,000             | Includes Sewer & Drain and Outside Utility work |
| Sewer & Drain Cleaner   | \$10,000             |   |
| Outside Utility Contractor  | \$50,000             |   |

| License Fees                  |                               |                                 |
|-------------------------------|-------------------------------|---------------------------------|
| 1 year – \$400 - expires 2020 | 2 year – \$800 - expires 2021 | 3 year - \$1,200 - expires 2022 |

- <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 NCC 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 Installers and Modular Home Installers** – All New HUD Approved Manufactured Home and Modular Home Installers must, at a minimum, be licensed as a Class B building contractor and provide proof of membership with a NCC approved warranty company. A list of approved Warranty Companies is available on the NCCLU website at: [www.nccdelu.org](http://www.nccdelu.org).
- <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 U, A, B, C<br>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 and Fuel Gas Code (IMC and IFGC)             | \$140.00       |
| Decorative Appliance license holders   | 2015 International Mechanical Code (IMC)  | \$70.00        |
| Master Plumber license holders   | 2015 International Plumbing Code and Fuel Gas Code (IPC and 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, Plumbing, and Fuel Gas Code (IMC, IPC, and IFGC) | \$210.00       |
| <b>All code book purchases must include an additional shipping fee if not processed in person.</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 NCC is available online and at the Land Use Customer Service Desk.



New Applicant

Renewal Application

NCC Contractor ID #

*Sole Proprietor or  
Business Entity Name<sup>1</sup>*

<sup>1</sup>A sole proprietor should enter his/her full legal name and the company name should be entered below as the DBA/Trade name. All names must be the same as the name on your government issued ID or organization/business documents.

*DBA, Trade, or Fictitious Name*

*Type of Business Entity*

Sole Proprietorship

Corporation

Limited Liability Company

Other<sup>2</sup>

<sup>2</sup>Other: General Partnership, Limited Partnership, Limited Liability Partnership, etc.

*Business Entity Federal EIN*

*State of DE Business License #*

*Business Address*

Street

City

State

Zip Code

*Email Address*

*Business Phone*

*Contact Name*

*Contact Phone*

**License Category – Check the appropriate box**

Class U

Unlimited project valuation

Class A

\$200,000 max project valuation

Class B

\$100,000 max project valuation

Class C

\$50,000 project valuation

**License Period – Check the appropriate box**

(A multiple-year NCC license requires a multiple-year State of DE business license expiring the same year)

1 year – \$400  
expires 2020

2 year – \$800  
expires 2021

3 year - \$1,200  
expires 2022

**2018 Code Book Purchase – Check the appropriate box**

(Not required if licensed with NCC in 2019 - see page 4 of packet for details)

Shipping Fee  
(to mail code book)  
\$10.00

2018 Int'l Building Code  
(IBC)  
\$104.00

2018 Int'l Residential  
Code (IRC)  
\$104.00

2018 Int'l Swimming Pool  
Spa Code (ISPSC)  
\$65.00

**Office Use Only**

Contact ID:

Trade License #s:

Code Books Verified:

Packet Processed  
Initials & Date:

**CONTINUED – 2020 BUILDING CONTRACTOR LICENSE APPLICATION**

1. The name, title, and social security number (or government issued ID #) of the sole proprietor **OR** principals/officers of the business entity 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 sole proprietor or principals operate or have operated as such during the last five years:

3. Has the sole proprietor or business entity seeking to become licensed ever had a previous registration or license to engage in a specified business denied, suspended, or revoked in any jurisdiction?

Yes       No

If Yes, identify the license and/or registration, the locale, the circumstances surrounding each occurrence, and the date. Please attach additional sheets, if necessary.

4. Has the sole proprietor or any of the principals of the business entity 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 Yes, 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 Sole Proprietor  
or Principal of Business Entity**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**New Castle County  
Department of Land Use  
2020 Statutory Compliance Bond**

**Surety** (Company Name & Address):

**Bond Number:**

**Penal Sum:**

**Effective Date:**

**Contractor** (Business Name & Address):

(must be dated 1/1/2020 or later)

**Expiration Date:** January 1, 2021

**License Period:** January 1, 2020 to January 1, 2021

**KNOW ALL PERSONS BY THESE PRESENTS**, that Contractor 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 Contractor 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, Contractor 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 for which the contractor license is issued 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. 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 for which 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. Pay all penalties, fees, and charges that are imposed by New Castle County upon Contractor pursuant to applicable violation, enforcement, and penalty provisions of the *New Castle County Code* within thirty (30) days.
4. 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 Contractor, its, his or her agents and employees, or any subcontractor or any other person under Contractor's supervision, direction, or control.

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

5. If Contractor fails to pay the County all penalties, fees, and charges assessed by the County pursuant to section 3 above and/or correct any violations of law after being noticed and having the opportunity to contest such violations pursuant to the applicable provisions of the *New Castle County Code*, Surety shall pay the County within sixty (60) days of the County's demand, unless additional time is granted in writing by the County.

6. 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 the permit, subject to common law tolling, and applicable law. 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 is required if the Notice of Violation for the work has been issued to Contractor as provided herein and subject to paragraph 5 above.

7. Surety may cancel this Bond by giving forty-five (45) days advance notice to Contractor and the 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: Licensing Manager, New Castle County Department of Land Use, 87 Reads Way, New Castle, DE 19720; with a copy to: County Attorney, Office of Law, New Castle County, 87 Reads Way, New Castle, DE 19720.

8. This Bond may not be continued in whole or in part past the Expiration Date.

9. Demands and notices made pursuant to this Bond shall be in writing.

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

**Contractor**  
(Individual must be listed as Sole Proprietor or  
Principal of Business Entity 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):**

|  |
|--|
|  |
|--|





NEW CASTLE COUNTY

## 2020 Identification of Authorized Agents

### 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).

**NCC Contractor License Name:** \_\_\_\_\_ **NCC License ID:** \_\_\_\_\_

**Utility License Holder Name** (if applicable): \_\_\_\_\_

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

#### **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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

-----  
**It is understood that all authorizations are in good standing until amended in writing and received by the Department of Land Use.**

\_\_\_\_\_  
Signature of Sole Proprietor/Business Entity Principal  
or License Holder (if applicable)\*

\_\_\_\_\_  
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.