



DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
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JOB LOCATION

STREET: CITY:
LOT: SUBDIVISION:
TAX PARCEL NUMBER (10-15 DIGITS): RELATED BUILDING PERMIT #:

IDENTIFICATION

PROPERTY OWNER INFORMATION

NAME: DAY PHONE NUMBER:
STREET: CITY: STATE: ZIP:
EMAIL:

CONTRACTOR INFORMATION

BUSINESS NAME: DAY PHONE NUMBER:
LICENSE HOLDER NAME: NCC LICENSE ID:
AUTHORIZED SIGNATURE: DATE:

DESCRIPTION OF WORK

ONLY [X] CHECK THE WORK THAT WILL BE ISSUED UNDER THIS APPLICATION

- NEW, REPLACEMENT, RESIDENTIAL, NON-RESIDENTIAL, HOOD ONLY, ROOF TOP UNIT(S), WATER HEATER, DECORATIVE APPLIANCE, GAS PIPE, GAS TEST ONLY, DUCT, REFRIGERATION (NOT A/C), GAS, SOLID FUEL

HEATING UNIT INFO.....SYSTEM TYPE: FUEL TYPE:

\*NOTE: ATTACH INFORMATION IF WORK INVOLVES MORE THAN ONE SYSTEM

VALUATION OF JOB: \$ PERMIT FEE: \$ METHOD OF PAYMENT: CASH CHECK ESCROW

For new non-residential installations, HVACR plans must include the following information: duct layout, location of unit(s), cfm per room, and size and location of registers and returns. All gas pipe installations require a gas piping layout and sizing, location of valves, length of pipe, and BTU's of each appliance (if applicable, and copies of Heating/Cooling load computations). Please note all oil to gas conversions require cleaning of the chimney. Refer to the Application Requirements and Guidelines Form for more details.