NEW CASTLE COUNTY

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

Building Permit Requirements
Non-Residential Interior Renovation / Tenant Fit-Out

REV. 07/01/14

All New Castle County forms are available via the County website or Land Use customer service.

- ❑ **Building Permit Application**
- ❑ **Building Contractor License** (Contractors must be licensed as a permit-endorsed contractor with New Castle County)
- ❑ **Three (3) Sets of 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)
- ❑ **Accessibility Compliance Form** (form available from NCC)
- ❑ **One (1) Copy of the most recently approved and executed Record Plan**
- ❑ **Fire Marshal Approval or Waiver** (302-323-5365)

Additionally, the following may be required for your project:

- ❑ **Completed Building Plan Compliance Certifications by Owner and Project Engineer/Land Surveyor may be required based on evaluation at time of zoning permit review** (Standard certification forms available from NCC)
- ❑ **Three (3) Copies Current Site Plan, sealed by surveyor/engineer, identifying all Existing <u>and</u> Proposed Improvements to Lot** (Applicable only when there is a <u>change of use</u>)
- ❑ **National Pollutant Discharge Elimination System (NPDES) Permit** (required in I or HI Districts) – Obtained from DNREC (302-739-9946)
- ❑ **Board of Health Approval or Waiver** (If existing or proposed food service, call 302-744-4546)
- ❑ **Sewer Capacity Verification from NCC Special Services Department** (If sewer service applicable and there is a <u>change in use</u>, provide copy of Land Development Improvement Agreement or Sewer Agreement – filed at the Recorder of Deeds Office or call 302-395-5734 for capacity request)
- ❑ **Septic Approval or Waiver from DNREC** (If septic system applicable, call 302-739-9947)
- ❑ **Well Approval or Waiver from DNREC** (If well water applicable, call 302-739-9944)
- ❑ **Material Safety Data Sheets (MSDS)** (If applicable, provide class type and quantity of hazardous materials to be stored)

Verification of Paid Taxes Property taxes and sewer billing fees must be paid on the property for which you are requesting a building permit and on any tax parcel that such landowner owns in New Castle County prior to building permit submission (*New Castle County Code* 06.03.012.H). This will be verified as part of the application process.

After permit issuance, the following items may be required for the project: Plumbing permit obtained by a NCC licensed plumber and HVAC, Refrigeration and Hood Ventilation permits obtained by a NCC licensed mechanical contractor.

FEES:

Building Permit Fee:	$11.50/$1,000 of valuation up to $1Million & $5/thousand over $1Million ($57 Minimum)
Cert. Of Occupancy:	$55.00
Zoning Permit Fee:	10% of Permit Fee ($20 Minimum / $137 Maximum)
NCC Volunteer Fire Assistance Fund Fee:	0.50% of permit valuation (for first $1 Million)
Sewer Fees:	Include Connection, Wastewater Treatment, and Capital Project Fees, in addition to applicable Sewer Impact or Capitol Recovery Fees
Impact Fees:	Change of Use Construction may be subject to service related Impact Fees