NEW CASTLE COUNTY

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

Building Permit Certification
Property Owner

EST. 12/06/2000, REV. 09/21/2011

I, _____, certify that I am the owner of the property (or an authorized agent or officer, as referenced by the attached verifying document), for which this building permit is being sought. I have reviewed the architectural plans that are being submitted for the purpose of receiving a building permit for _____ _____ project, dated _____, and the legally applicable record plan recorded in the office of the New Castle County Recorder of Deeds in and for New Castle County, Delaware on Microfilm No. _____ _____ with a registered Delaware Engineer or Professional Land Surveyor, (name)_____ _____, and a registered Architect, (name)_____.

(1) I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE AFOREMENTIONED ARCHITECTURAL PLANS ARE:

(a) IN FULL COMPLIANCE WITH THE APPROVED RECORD PLAN, INCLUDING BUT IN NO WAY LIMITED TO, ALL RECORD PLAN NOTES, MICROFILM NO. _____;

Exception: If other than the approved record plan square footage of _____ is being requested in this building permit application, the different square footage must be specified:

☐ If less square footage, the square footage to be built is _____; or

☐ If additional square footage is being requested to be added to the approved record plan pursuant to the limitations of the New Castle County Code, the square footage to be built is _____ (must be less than 1,000 additional s.f.). *Approved by* _____ / /

(b) IN FULL COMPLIANCE WITH ALL APPLICABLE RECORDED DEED RESTRICTIONS; AND

(c) IN FULL COMPLIANCE WITH ALL APPLICABLE COUNTY, STATE AND FEDERAL LAWS AND REGULATIONS.

(2) I HAVE NO KNOWLEDGE OR BELIEF THAT ANY OTHER PERSON WHO MAY HAVE ASSISTED IN THE PREPARATION OF THE RECORD PLAN OR ARCHITECTURAL PLAN VIOLATED OR INTENDS TO VIOLATE ANY COUNTY, STATE OR FEDERAL LAW RELATED TO THE AFORMENTIONED RECORD PLAN OR ARCHITECTURAL PLAN.

CERTIFIED AND SEALED this _____ day of _____, 20___ by:

***This certification is voluntarily made under penalty of perjury, pursuant to Title 11, Chapter 12 of the Delaware Code, and under any and all other penalties provided in law. Any violation of the record plan or other county, state or federal law may result in civil, criminal and/or administrative penalties. Any conflict discovered between county, state or federal laws must be identified in a letter attached to this certification with an explanation regarding how the conflict was resolved.**

Subscribed and sworn to or affirmed before me
This _____ day of _____, 20___.

_____
*Signature of Property Owner
(or authorized officer or agent)

_____
Notary Public *Seal or stamp must be affixed*
My commission expires on _____

This form must be completed and submitted to the Department before any building permit application may be accepted for a non-residential building, additions to a non-residential building, or commercial tenant fit-out involving change of use. If the owner has attached documentation for an authorized officer or agent to sign this certification, the New Castle County Office of Law must approve the document prior to any building permit being issued.