



# FAQ

## Sheds and Detached Garages

- Q. What size of shed can I build without getting a permit?
- A. You can build a shed up to 200 square feet without a permit, but all setback requirements must still be followed.
- Q. Do I need a permit if my shed is “temporary” and “built on treated 4x4 skids”?
- A. Unless you plan on moving your shed at regular intervals, the County considers your building to be permanent. If you did actually plan on moving the building off the site in less than a year, you would need to follow special regulations for temporary structures.
- Q. How far does my shed/garage have to be from my property line?
- A. The New Castle County Unified Development Code (UDC) requires that sheds and garages be a minimum of three (3) feet from rear and rear-side property lines. For side setbacks, other than at the rear of the property, please consult the Unified Development Code for the minimum setback requirements in your zoning district.
- Q. Are there any other restrictions of which I need to be aware?
- A. There are two other provisions of the Code that affect where you place your detached accessory building. First, the structure may not be located in front of the house itself. (There is an exception for lots over two acres that allows one accessory structure in front of the house as long as it is not in the required front or street yards.) Secondly, the accessory structure can only occupy 30% of the required rear yard. The required rear yard is determined by your zoning district and is usually 25 to 40 feet measured from the rear property line. For example, if your lot is 100' wide and your required rear yard is 25', then you could have a structure occupying 750 square feet of the required rear yard. (100' x 25' x 30% = 750 sq. ft.) If your structure is larger than 750 square feet, you would need to move it forward so that only 750 square feet of the building occupies the required rear yard. Finally, you need to check your deed for any deed restrictions that

may affect your proposed structure, as New Castle County does not review for or enforce private deed restrictions.

Q. What do I need to submit to obtain a permit?

A. For sheds or garages of 480 square feet or less, you will need three copies of a plot plan of your property. This can be your mortgage inspection survey or any other legal survey that shows property boundaries and existing structures. For structures over 480 square feet, you will need to have a surveyor prepare a *lines and grades* survey. This is a topographical survey that shows the existing and proposed contours of your lot along with the proposed structure. You will need to submit three copies of the lines and grades survey. Along with the surveys, you will need to submit three copies of the construction plans of your proposed structure. These plans should be drawn to scale and consist of elevations (front view, side view, etc.), floor plans and cross sections.

Q. What if I buy a pre-built shed, do I still need plans, or is the brochure the shed dealer gave me enough?

A. Even if the shed is delivered to your property completely finished, it still has to conform to County Building Codes. To verify that the shed meets our codes we need to see construction plans, therefore, you must present plans to obtain the permit. Some shed dealers are unable to provide plans. In that case you will either have to find a dealer that will give you plans or draw the plans yourself, based on your observation of the building and specifications from the dealer.

Q. Do I need to put a concrete foundation under my shed?

A. Some sheds are designed to sit directly on the ground on a series of treated 4x4 "skids." This type of a building still needs to be anchored to the ground to prevent movement during high winds. Mobile home style anchors, which auger into the ground, can be used for anchorage, placing them at 6' intervals around the perimeter of the structure. It is recommended that you first place a gravel bed, for better drainage, beneath the shed if you are not putting it on a concrete foundation.

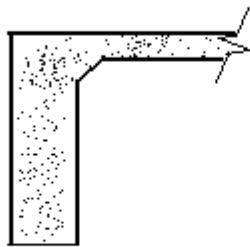
Q. What's the difference between a shed and a detached garage?

A. A garage is defined as a structure for the repair or storage of a motorized vehicle. If the structure you are building is large enough to accommodate a car, and has a door large enough to permit entrance of a vehicle, it will be considered a garage even if you do not plan to use it as such.

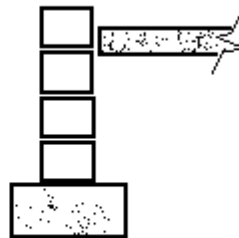
Q. What type of foundation do I need for a garage?

A. There are two basic types of foundations: the monolithic pour and the standard footer and block foundation. A monolithic pour is a combined footer and slab poured all at once. A footer and block foundation is one where a concrete footing is poured, blocks are then laid and, finally, the concrete slab is poured. The advantage of the monolithic pour is that it is all done in one step without the need for backfilling and waiting for the concrete and mortar to set. Regardless of which type of foundation you choose, the bottom of the footing must be at least 32" below grade. The footing should be a minimum of 12" wide for the monolithic pour and a minimum of 16" wide for the block foundation.

There is a third type of construction that can be employed for garages, the "pole building." This type of structure uses a series of vertical "poles" (usually 6x6's) connected by horizontal members called "girts" and with a header across the top supporting roof trusses. A light metal siding fastened to the girts covers the building. This is an economical method of construction frequently used for agricultural buildings.



Monolithic pour foundation



Standard footing/block foundation

Q. How high can I make my shed or garage?

A. Sheds or garages on lots of one acre or less are allowed to be a maximum of 20' in height measured to the highest part of the roof. On lots greater than one acre, the building height is allowed to be built to the height of the primary structure as long as the accessory structure is located completely out of all setbacks.

The FAQ series only summarizes or highlights portions of the New Castle County Unified Development Code (UDC). In all applications, the UDC must be directly consulted. The language in the UDC prevails over the FAQ.

Revised: 08/21/13



All New Castle County forms are available via the County website or Land Use customer service.  
For Residential Deck only projects, please refer to the permit Requirement Sheet for Residential Decks.

**Building Permit Application**

**Building Contractor License** (The licensed contractor performing the building work, or an authorized representative thereof, must secure the appropriate permits. A license packet may be obtained at the Land Use Department. A homeowner cannot secure the building permit by listing the contractor hired to perform the work. However, a homeowner, but NOT an agent, may secure a building permit without a license if the homeowner is performing all building work and the home is not for sale or any part for rent.

**Three (3) Sets of Building Plans** (See sample drawing on the back of this sheet)

**Three (3) Copies Current Plot Plan Identifying all Existing and Proposed Improvements to Lot** (Proposed improvements include all work covered under this project)  
**OR**

**Two (2) Copies of Lines and Grades Plan and a signed and sealed copy of the most recent Residential Lines and Grades Checklist. Plans must be signed by property owner.** (Applies to Buildings/Additions Greater Than 480 SF – Contact the Engineering Section of the Land Use Department for approval requirements)

**Variance(s) from the NCC Board of Adjustment** (If applicable, call 302-395-5400)

**Septic Capacity Approval or Waiver from DNREC** (If Septic System applicable and construction includes new bedroom(s), call 302-739-9947)

**Demolition Permit** A separate demolition permit will be required for any demolition work performed in association with the building permit. (If applicable, see the requirement sheet for demolition permits for additional information.)

**Street Entrance/Exit Permit or Waiver from Delaware Department of Transportation** – To be provided when the addition or accessory structure project involves relocation of an existing street entrance/exit or establishment of a new or second street entrance/exit (302-326-4679).

**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.

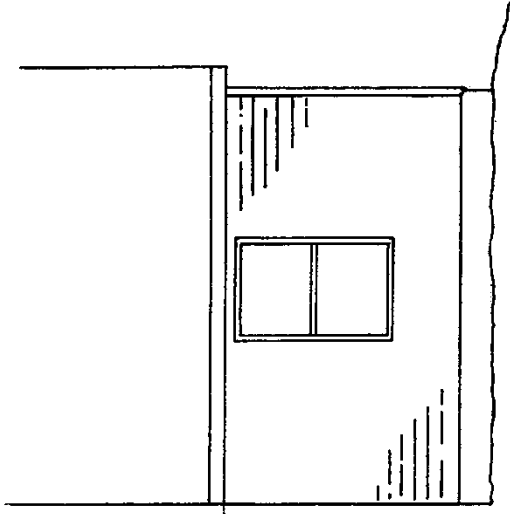
**After permit issuance**, the following items may be required for the project: Plumbing permit obtained by a NCC registered plumber and HVAC, Refrigeration and Hood Ventilation permits obtained by a NCC registered mechanical contractor. Additionally, an As-Built Survey may be required after the foundation 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.

<b>FEES:</b>	<b>Building Permit Fee:</b>	\$12.00/\$1,000 of valuation	<b>(Minimum Total Fee: \$142.00)</b>
	<b>Cert. of Occupancy:</b>	\$60.00	
	<b>Zoning Permit Fee:</b>	10% of Permit Fee (\$21 minimum / \$145 maximum)	
	<b>NCC Volunteer Fire Assistance Fund Fee:</b>	0.50% of permit valuation	
	<b>Sewer Fees:</b>	Include Connection, Wastewater Treatment, and Capital Project Fees	
	<b>Engineering Fee:</b>	A floodplain/wetland review fee of \$60.00 may apply to applicable projects not receiving prior site plan review	

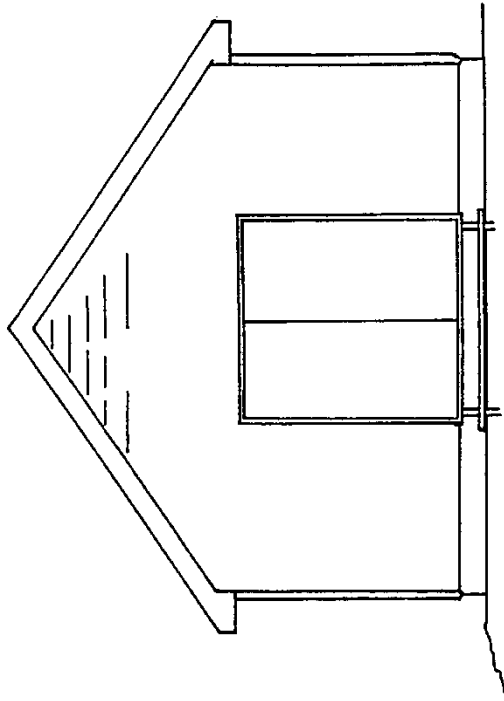
**Please Note – Deed restrictions may exist for your community.** It is the responsibility of the property owner to review deed restrictions prior to submitting the building permit application and modify plans if necessary to comply with both New Castle County zoning requirements and the community deed restrictions.

**SAMPLE DRAWING**  
 (THESE ITEMS MUST BE SHOWN ON PLANS SUBMITTED FOR REVIEW)

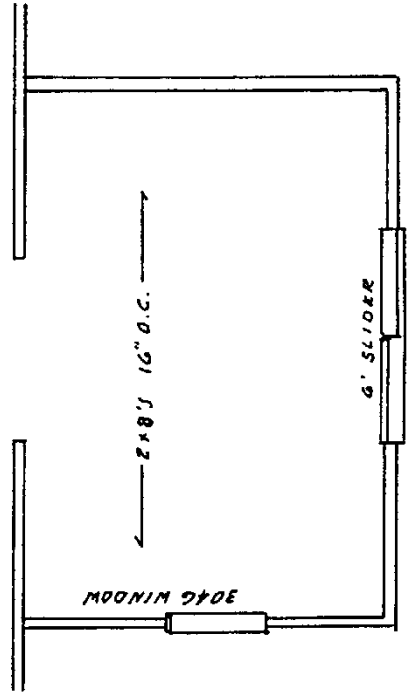
**NOTE:** This drawing is provided for informational purposes only. The actual drawing submitted should be 1/4" = 1' scale or larger.



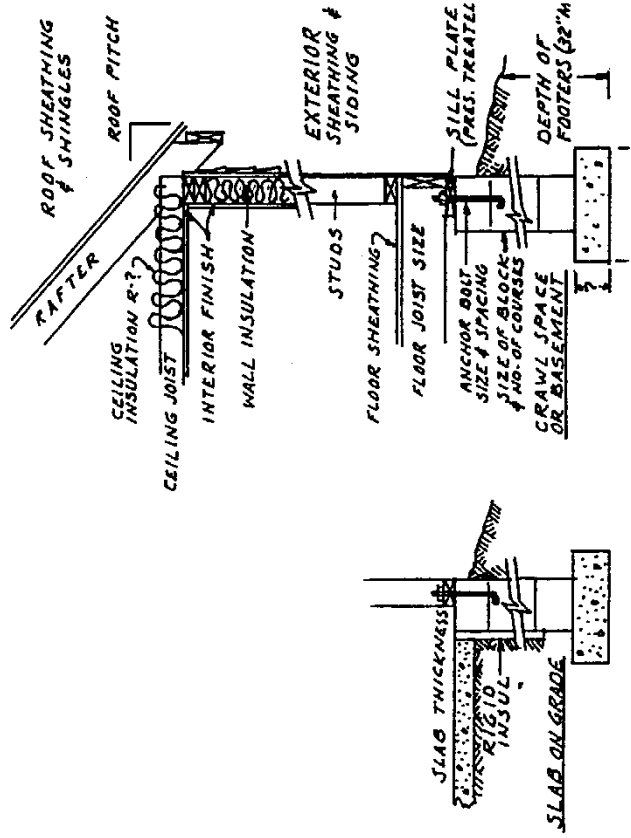
SIDE VIEW



REAR VIEW



FLOOR PLAN





The following permit valuation table is provided to help determine the estimated value of a project per square foot. This form is not intended to be used as an estimating guide nor is it required to obtain your building permit. Please contact the Permits Section at 302-395-5420 with any questions.

Project Area Description (project may include more than one description)	Construction Cost per Square Foot	Project valuation = Construction Cost x Sq. Ft. Area	
		Square Foot of Project Area	Project Valuation
Alter existing space (moving interior walls)	\$20 / sq. ft.		
Additional room	\$40 / sq. ft.		
Finish basement	\$6 / sq. ft.		
Garage	\$16 / sq. ft.		
Deck	\$8.50 / sq. ft.		
Enclosed porch (no heat/ac)	\$22 / sq. ft.		
Open porch	\$14 / sq. ft.		
Carport	\$14 / sq. ft.		
Shed	\$11.50 / sq. ft.		

**Permit Fee Computation and Information**

The building permit fee for residential projects includes the permit review fee, zoning review fee and the certificate of occupancy fee. The minimum fee is \$142.00.

- Building permit review fee is \$12.00 per \$1,000 valuation.  
 [Permit review fee = total valuation (rounded to the next \$1,000) x \$12.00]
- Zoning review fee is 10% of the building review fee with a \$21 minimum / \$145 maximum.
- NCC Volunteer Fire Assistance Fund Fee is 0.50% of permit valuation.
- Certificate of Occupancy fee is \$60.
- Lines and grades review fee is \$60, applicable for additions greater than 480 square feet.
- If applicable, sewer fees and/or engineering fees may also apply to the project.

**NEW CASTLE COUNTY  
APPLICATION FOR BUILDING PERMIT**

Tax Parcel Number  -  -  -   Lot Number  AP#

**JOB LOCATION**

No. \_\_\_\_\_ Street \_\_\_\_\_ Suite \_\_\_\_\_ Bldg. \_\_\_\_\_  
Lot \_\_\_\_\_ Subdivision \_\_\_\_\_ Section \_\_\_\_\_ Zoning \_\_\_\_\_

**IDENTIFICATION**

**Applicant Name** \_\_\_\_\_ **Phone #**  -  -

Email address \_\_\_\_\_

**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Owner Name** \_\_\_\_\_ **Phone #**  -  -

**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contractor Name** \_\_\_\_\_ **Phone #**  -  -

**Registration #**  -  **Warranty Code**

I, the undersigned, own the above-referenced property or act as authorized agent for the owner

**Print Name of Applicant** \_\_\_\_\_

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

- Comm. Bldg.    Tenant Fitout    MultiFamily    Single Family Dwelling    Res. Addition  
 Detached Accessory Bldg.    Res. Renov.    Swimming Pool    Certificate of Use Only

**Description of Proposed Construction**

**Building Area** \_\_\_\_\_ **Foundation Type** **Framing Type**

**Total Floor Area** \_\_\_\_\_  Slab on Grade  Wood

**Number of Stories** \_\_\_\_\_  Crawl Space  Steel

**Building Systems**  Basement  Masonry

New Plumbing  Piers/Pilings  Concrete

New HVAC **Water** **Sewage**

Elevator Cert. Req'd  Public  Public

Sprinkler System Req'd  Well  Septic

**Valuation** \_\_\_\_\_

Permit Fees shall be based on project valuation and/or a NCC valuation form. Refer to the project's applicable permit requirement sheet for complete list of permit fees associated with the project or the NCC Building Code - Chapter Six at [www.nccde.org](http://www.nccde.org).