



NEW CASTLE COUNTY

**Building Permit Application
Signs**

DEPARTMENT OF LAND USE

87 READS WAY, NEW CASTLE, DE 19720

PHONE: 302-395-5400 • WWW.NCCDELU.ORG • EMAIL: PERMITS@NCCDE.ORG

REV. 03/15/2019

NOTE - Each sign will be considered individually and requires a separate application.

JOB LOCATION

Tax Parcel No. _____ [_____]

Street Address/City/Zip _____

Lot No. _____ Subdivision _____

OWNER/TENANT INFORMATION

Business Name and Contact _____

Phone No. _____ Email _____

CONTRACTOR INFORMATION

NCC License No. _____ Company Name _____

Contact Name _____

Phone No. _____ Email _____

ACKNOWLEDGEMENT

I, the undersigned, hereby certify that I am an authorized agent for the contractor/owner (see NCC Authorized Agent form) and have the authority to make this application; that the information is complete and correct; and that the construction and/or use will conform to New Castle County code and other applicable laws and regulations which relate to the property.

Applicant's Signature _____ Date _____

Applicant's Name (Please Print) _____

SIGN DETAILS

A/P No. _____

Wall Ground Other _____

New Replace Existing Illuminated Electronic Variable Message Sign

Sign Height _____ Length _____ Area _____ Sq.Ft.

Sign Wording _____

Wall Signs: Wall Length _____ Wall Height _____

Monument Signs: Height of Sign Structure _____ Size of Sign Structure _____

NOTE TO APPLICANTS – NCC reserves the right to refuse permit applications/submissions with incomplete or missing information. Applicants are required to write "n/a" if an item on the form does not apply to the proposed project.