



CODE ENFORCEMENT DIVISION
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7169 · www.newarkde.gov

BUILDING PERMIT APPLICATION

(Office Use Only) Permit Number: _____

Date Received: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone: _____
Address: _____ Email: _____
City / State / Zip: _____
Project Address: _____
Project Parcel Number: _____

ESTIMATED PROJECT COSTS

SIGNED PROPOSAL OR CONTRACT MUST BE SUBMITTED – NO EXCEPTIONS

Building: _____ Electrical: _____
Plumbing: _____ Fire Protection: _____
Mechanical: _____ Other: (_____) _____
HVAC: _____ Total Project Cost: _____

CONTACT/CONTRACTOR INFORMATION

Contractor Company: _____ Phone: _____
Email: _____
Contact Name: _____ Phone: _____
Electrical Inspection Agency: _____
Business / Tenant Name: _____

PROJECT DESCRIPTION

DESCRIBE WORK TO BE DONE, INCLUDING PROPOSED USE

Work Type: New Existing Occupancy: New Existing

HVAC INFORMATION

Heating

Type: _____
Conversion: _____
Input BTU: _____
Fuel Type: _____
Vent/Chimney: _____
AFUE %: _____

Cooling

Type: _____
Conversion: _____
SEER: _____
Equipment Size (in tons): _____
Vent/Chimney Size: _____

PLUMBING INFORMATION

Riser Diagram Submitted: Yes	No	Plumbing Plan Submitted: Yes	No
Water Heater Size (in gallons):	_____	Electric:	Gas: _____
Water Heater Location:	_____	Vent Type:	_____

APPLICANT / PROPERTY OWNER SIGNATURE

Applicant (Print) Date

Property Owner (Print) Date

Applicant (Signature) Date

Property Owner (Signature) Date

SIGNED PROPOSAL OR CONTRACT MUST BE SUBMITTED – NO EXCEPTIONS

ADDITIONAL REQUIRED DOCUMENTATION:

- Active City of Newark Contractor License (not applicable if property owner is completing the work)
- Signed contract between the contractor and property owner
- 3 copies of the building plans (if applicable: add-ins, relocation of walls, drains, outlets, etc.)
- Digital copy of the building plans
- A site plan/survey (if applicable: exterior construction, etc)

Please note that permits take one to two weeks to process. Once the permit is approved, you will receive an email to the address you provided which will include directions for payment and next steps.

To determine your parcel, please enter the address in New Castle County Parcel search. If the parcel begins with "18", you require a permit from the City of Newark. If not, you need to file a permit application with New Castle County.

After completing and submitting this form, send all additional required documentation in PDF format to bldgpermitsandlicenses@newark.de.us