

Step #1: Is your building plan drawn to scale and does it include the following information?

1. Name and address of building;
2. Owner of the building;
3. Name and address of applicant submitting plans;
4. Design Professional's name and address;
5. Detailed construction information;
6. Narrative description of building occupancy and operations;
7. Full height cross section plan of building including all vertical openings, shafts, enclosures, etc.;
8. Note whether building is to be sprinklered and, if so, what areas;
9. Detailed HVAC information;
10. Specific information on all means of egress components including clear widths, fire resistance rating, direction swing of doors and locking mechanisms on exit doors;
11. Location of all "hazardous" or "high hazard areas" as defined in the Life Safety Code, NFPA 101;
12. Floor plan of seats, tables, displays, decorations, etc. in all places of assembly which do not have permanent seating or displays;
13. Electrical plan including location of exit signs and emergency lighting when required;
14. Detailed information pertaining to any detection or alarm systems to be installed including but not limited to the make, type and location of all associated equipment; and
15. Narrative description of proposed method for sealing penetrations of fire rated assemblies.

Step #2: Do you have the following items ready for submittal?

1. One (1) copy of your building construction plans;
2. Application for Fire Protection Plan Review; and
3. Building Plan Review Fee: Multiply the construction costs by \$0.007 for the first million, and \$0.003 over the first million (check, money order, or cashier's check made payable to **City of Wilmington**)
4. A minimum \$150.00 Building Plan Review Fee is required for any plan submittal whose construction costs are less than \$21,428.57.

Stopping In

It is not a good idea to stop into the office or drop off plans if you want to talk to a Fire Protection Specialist, and, unless you call ahead and set-up an appointment, a staff member may not be available to be of service to you on this impromptu visit. We want to give you all the assistance and help that you need. We want to devote our full attention to your project and just "stopping-in" will be a distraction from another client's project. Support Staff will assist you with submission of your plans, but will not be able to answer technical questions.

As of 3/1/99, preliminary fire suppression system plans are required to be submitted with building plans (for buildings that are required to be protected with automatic sprinklers).

Visit the City of Wilmington's website at www.WilmingtonDE.gov/departments/firemarshal.htm

Step #3: Where is your project located? Submit your plans, application, and fee to the appropriate division office of the State Fire Marshal. If your project falls within the limits of one of the Jurisdictional Fire Marshals, contact that office. Do not submit plans to the State Fire Marshal.

New Castle County
Office of State Fire Marshal
2307 MacArthur Road
New Castle, DE 19720-2426
Phone: (302) 323-5365
Fax: (302) 323-5366

Kent County
Office of State Fire Marshal
Delaware State Fire Service Center
1537 Chestnut Grove Road
Dover, DE 19904
Phone: (302) 739-4394
Fax: (302) 739-3696

Sussex County
Office of State Fire Marshal
22705 Park Avenue
Georgetown, DE 19947
Phone: (302) 856-5298
Fax: (302) 856-5800

Required Plan Submittals

Plans, specifications, and any other construction documents requested by the State Fire Marshal shall be submitted to the Office of State Fire Marshal for review and approval prior to any construction taking place for the following:

1. All new buildings and additions;
2. Any building undergoing a change in occupancy;
3. Any part of a building suffering damage from fire, explosion, or any other cause;
4. For all dwelling units when attached in units of three or more, to verify the fire rated design of the required separation wall between units;
5. Tenant fit-outs;
6. Protective signaling systems;
7. All fire suppression and extinguishing systems;
8. Standpipe systems;
9. Fire pumps;
10. Water supplies and distribution systems for fire fighting purposes;
11. Emergency and exit lighting systems;
12. Egress/exiting systems (including but not limited to elevators and escalators);
13. Smoke removal and smoke control systems;
14. Fire lanes;
15. Flammable and combustible liquid installations;
16. Flammable gas installations; and
17. Other miscellaneous installations falling under the provisions of these Regulations.

Projects that do not require a plan submittal.
Individual, detached, stand alone single family units and buildings used wholly for farming purposes do not require building plan submittals for review by the Office of State Fire Marshal.

Jurisdictional City Fire Marshals

If your project is located within the limits of one of the four Jurisdictional Fire Marshals, contact that office for their required plan submittals, appointment procedures, and fee schedules.

City of Wilmington

Wilmington Fire Marshal's Office
Louis L. Redding-City/County Building
800 North French Street, Third Floor
Wilmington, DE 19801
Phone: (302) 576-3120
Fax: (302) 573-7701

City of Dover

City Fire Marshal's Office
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7010
Fax: (302) 736-4217

City of Newark

Newark Fire Marshal's Office
P.O. Box 390
Newark, DE 19715-0390
Phone: (302) 366-7075
Fax: (302) 366-7160

City of New Castle

New Castle Fire Marshal's Office
212 Delaware Street
New Castle, DE 19720
Phone: (302) 322-9813
Fax: (302) 322-9814

Building Plan Submittals

Wilmington Fire Department



Fire Marshal's Office

Requirements To Submit Plans