

Step #1: Is your fire protection plan:

- a) Drawn to scale;
- b) Unique and exclusive of all other plans (including electrical, mechanical, and plumbing plans); and
- c) Does it include the following information?

1. Name and address of building;
2. Plan date;
3. Owner of the building;
4. Name and address of applicant submitting plans;
5. Licensed company's name;
6. Licensed company's address;
7. Licensed company's phone number;
8. Licensed company's SFMO license number;
9. Certificate Holder's name;
10. Certificate Holder's signature;
11. Certificate Holder's SFMO Certificate Number;
12. Reflected ceiling plan indicating device locations;
13. Cross section plan of building including concealed spaces (attics, crawl spaces, etc.); and
14. All other information as required by the applicable NFPA documents, as adopted and/or modified by the Delaware State Fire Prevention Regulations.

Step #2: Do you have the following Technical Documents and Manufacturer's Specifications ready for submittal?

1. Calculations (Battery, Hydraulic, etc.);
2. Riser Diagram (FASS, FSS, etc.); and
3. Device Cut Sheets.

Step #3: Do you have the following items ready for submittal?

1. One (1) copy of your fire protection system plans, calculations, and specifications;
2. Application for Fire Protection Plan Review; and
3. Fire Protection System 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 Fire Protection System 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.

Visit our website at
[www.WilmingtonDE.gov/
departments/firemarshal.htm](http://www.WilmingtonDE.gov/departments/firemarshal.htm)

Step #4: 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.

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

Fire Protection Systems Plan Submittals

Wilmington Fire Department



Fire Marshal's Office

Requirements To Submit Plans