

**Step #1: Is your tank site plan drawn to scale (no more than 1" = 20') and 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. Design Professional's name & address;
6. Locations of tanks in relation to property lines & buildings;
7. Sizes and capacity of tanks;
8. Products & their classifications in each tank;
9. Locations of fuel dispensing units;
10. Location of Kerosene dispensing units in relation to Gasoline dispensing units;
11. Location of tank fills with API color coding;
12. Location of emergency electrical shut-offs;
13. Location, size, & rating of portable fire extinguishers;
14. Location and type of collision protection;
15. Location of safety signs;

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

1. Dispensing Units;
2. Fusible/Shear Links; and
3. Breakaway connector for each hose.

**Aboveground -vs- Underground**

There are different requirements for different installations. Among other things, aboveground tanks require secondary containment. Underground tanks require DNREC approvals. Make sure that you include the information that is appropriate to your project. The more information submitted for review, the faster it can be processed for review and approval.

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

1. One (1) copy of your tank site plans and specifications;
2. Application for Fire Protection Plan Review;
3. Tank Plan Review Fee: Multiply the construction costs by \$0.005 for the first million, and \$0.002 over the first million (check, money order, or cashier's check made payable to **City of Wilmington**)
4. A minimum \$100.00 Tank Plan Review Fee is required for any plan submittal whose construction costs are less than \$20,000.00.

**What is Required To Be Submitted?**

- Flammable & combustible liquid installations;  
Flammable gas installations; and  
Liquefied petroleum gas (LPG) installations:
1. Consumer sites having an aggregate water capacity of 1000 gallons or more tank storage;
  2. Portable cylinder exchanges at consumer sites or dispensing stations, where not connected for use, and in storage for resale or exchange by dealer or reseller;
  3. Sites & locations where LPG is dispensed by a retail operation to the public, regardless of tank storage capacity.

**Stopping In**

It is not a good idea to stop into the office or drop off plans if you want to talk to a Specialist. Unless you call ahead & set-up an appointment, a staff member may not be available to be of service to you on this impromptu visit. We want to devote our full attention to your project & 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.

**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 tank 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

# Tank Plan Submittals

## Wilmington Fire Department



## Fire Marshal's Office

# Requirements To Submit Plans

5-2008