

Technical Services is responsible for

PLAN REVIEWS

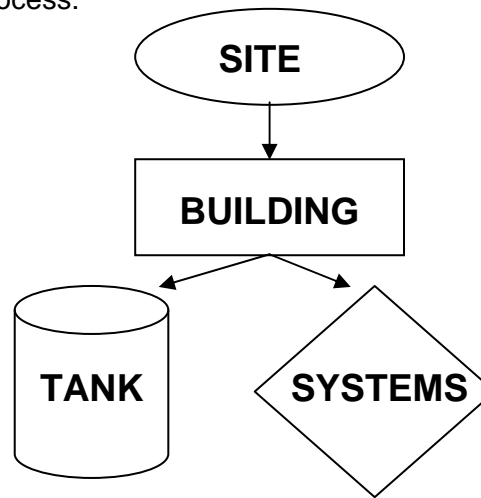
A **Site Plan Submittal** is required if a new building or addition is proposed, or if the footprint (foundation) is affected, or if a subdivision is proposed. The site is reviewed for emergency vehicle access & fire lanes, water mains & hydrants, and building use & construction. Refer to the "Site Plan Submittal" brochure & DSFPR. A site plan must be approved before a building or addition can be approved.

A **Building Plan Submittal** is required for additions, new buildings, changes of use, renovations, and tenant fit-outs before a building permit can be obtained from a building code official. The building is reviewed for life safety & property protection features such as exits and fire protection systems. Refer to the "Building Plan Submittal" brochure & DSFPR. A final inspection may be required before the building code official issues a Certificate of Occupancy. The building plans must be submitted before the fire protection system or tank plans can be submitted.

A **Fire Protection System Submittal** is required for all fire alarm, sprinkler, hood exhaust, and hood suppression systems. The fire protection systems are reviewed for compliance with DSFPR & NFPA for devices & equipment location. Refer to the "Fire Protection Systems Submittal" brochure & DSFPR. A final inspection & acceptance test is required for all fire protection systems.

A **Tank Plan Submittal** is required for all flammable &/or combustible liquids &/or gas installations, such as fuel dispensing, aboveground tanks, & propane. The installation is reviewed for compliance with DSFPR & NFPA, such as distances to property lines & secondary containment. A final inspection may be required prior to use.

A flowchart representing the plan submittal process:



Preliminary, progress, and final inspections are conducted throughout the entire process.

All brochures & applications are on our web site:

www.WilmingtonDE.gov/departments/fire_marshall.htm

Note: The term "Plan Submittal" means plans, application, and fee. Refer to the appropriate brochure for specific submittal requirements for plans, specifications, or cut sheets.

DSFPR Delaware State Fire Prevention Regulations
NFPA National Fire Protection Association

LICENSING

The State Fire Marshal's Office licenses all companies & individuals who design, install, test, inspect, &/or maintain fire protection systems (fire alarm, sprinkler, suppression, etc.) &/or fire extinguishers in the State of Delaware. The requirements include NICET testing & testing on the current DSFPR. All licensing requirements, applications, & test schedules are on our web site:

www.state.de.us/sfmo/license.htm

Or you may contact:

Ms. Brenda L. Wyatt at 302-739-4394

QUALITY ASSURANCE

The City of Wilmington Fire Marshal's Office requires testing, inspection, & maintenance of all fire protection systems & fire extinguishers. As a condition of being licensed by the State Fire Marshal's Office, all licensed companies must submit an Annual Certificate of Inspection within 30 days. If a Major Deficiency is discovered, it must be reported within 24 hours. The Quality Assurance Program has a staff whose primary duty is to investigate any Major Deficiencies, complaints, and acceptance tests on fire protection systems. All Quality Assurance Program brochures, forms, and Certificates are on our web site:

www.WilmingtonDE.gov/departments/fire_marshall.htm

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 to the State Fire Marshal.

New Castle County
Office of State Fire Marshal
2307 MacArthur Road
Newark, 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
Industrial Park Boulevard
22705 Park Avenue
Georgetown, DE 19947
Phone: (302) 856-5298
Fax: (302) 856-5800

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) 322-9814

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

Technical Services

Wilmington Fire Department



Fire Marshal's Office

An Overview