

Please Print

OFFICE OF STATE FIRE MARSHAL

Please Print

APPLICATION FOR FIRE PROTECTION PLAN REVIEW - **BUILDING**

Sussex County
 Delaware Fire Service Center
 22705 Park Avenue
 Georgetown, DE 19947-6303
 302-856-5298/Fax 302-856-5800

Kent County
 Delaware Fire Service Center
 1537 Chestnut Grove Road
 Dover, DE 19904-1544
 302-739-4394/Fax 302-739-3696

New Castle County
 Delaware Fire Service Center
 2307 MacArthur Road
 New Castle, DE 19720-2426
 302-323-5365/Fax 302-323-5366

1. Project Name: _____ Building _____ Unit _____ Phase _____
 Subdivison/Complex / Address: _____
 City: _____ Zip Code _____ County (NC, K, S): _____ Number of Stories: _____
 Complete Tax Parcel Number: _____ Is Building to be sprinklered? ☐ Y ☐ N
 If yes, the preliminary sprinkler form is required.
 Square Footage: Existing: _____ Proposed: _____

2. Project Description: ☐ New ☐ Addition ☐ Renovation ☐ Tenant ☐ Other _____
 This building will be utilized for: _____

3. Fee Calculation: Building Construction Cost: _____ Fee: _____ Check #: _____ Deposit/Rtn Date: _____
 Exempt Status: ☐ State ☐ County ☐ Federal ☐ DSHA ☐ Fire Company/Amb ☐ Municipality ☐ No Impact
 (Check or Money Order made payable to the "State of Delaware") NO CASH ACCEPTED

4. Applicant Phone: _____ Cell Phone: _____ *Signature required in Item #8 Fax: _____ Applicant's Name: _____ Company Name: _____ Address: _____ City: _____ State: _____ ZipCode: _____ Email: _____	5. Engineer/Architect Phone: _____ Cell Phone: _____ Fax: _____ Name: _____ Address: _____ City: _____ State: _____ ZipCode: _____ Email: _____
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6. Property Owner: Phone: _____ Cell Phone: _____ Fax: _____ Name: _____ Address: _____ City: _____ State: _____ ZipCode: _____ Email: _____	7. Contractor/Installer Phone: _____ Cell Phone: _____ Fax: _____ Name: _____ Address: _____ City: _____ State: _____ ZipCode: _____ Email: _____
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Any approval of the submitted project documents does not relieve the owner, designer, contractor, or designated representative from their responsibility to comply with applicable provisions of the Delaware State Fire Prevention Regulation.

8. Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:

FIRE PROTECTION SPECIALIST

DATE

I.D. # _____ Plan Review # _____ ☐ Rolled plans



STATE OF DELAWARE
OFFICE OF THE STATE FIRE MARSHAL

GROVER P. INGLE
STATE FIRE MARSHAL

DOVER OFFICE
HEADQUARTERS

Building Plan Submittals

Is your building plan drawn to scale and does it include the following information?

- ☐ Name and address of building
- ☐ Owner of the building
- ☐ Name and address of applicant submitting plans
- ☐ Design Professional's name and address
- ☐ Detailed construction information
- ☐ Narrative description of building occupancy and operations
- ☐ Full height cross section plan of building including all vertical openings, shafts, enclosures, etc.
- ☐ Note whether building is to be sprinkled and, if so, what areas
- ☐ Detailed HVAC information
- ☐ Specific information on all means of egress components including clear widths, fire resistance rating, direction swing of doors and locking mechanisms on exit doors
- ☐ Location of all "hazardous areas" as defined in the Life Safety Code, NFPA 101
- ☐ Floor plan of seats, tables, displays, decorations, etc. in all places of assembly which do not have fixed seating or displays
- ☐ Electrical plan including location of exit signs and emergency lighting when required
- ☐ 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
- ☐ Narrative description of proposed method for sealing penetrations of fire rated assemblies.
- ☐ For new buildings that will include automatic sprinklers, the ***Preliminary Sprinkler Form*** and applicable attachments are required to be submitted with building plans
- ☐ For installations of new fire pumps driven by an electric motor please refer to ***Electrical Plans for Fire Pumps***. Approval documentation will need to accompany the building plan submittal.

Do you have the following items ready for submittal?

- ☐ One (1) copy of your building construction plans
- ☐ Application for Fire Protection Plan Review
- ☐ Building Plan Review Fee: Multiply the construction costs by \$0.007 for the first million, and \$0.003 over the first million. A check, money order, or cashier's check is to be made payable to State of Delaware) NO CASH. A minimum \$150.00 Building Plan Review Fee is required for plan submittal