STATE OF DELAWARE
OFFICE OF THE STATE FIRE MARSHAL

GROVER P. INGLE
STATE FIRE MARSHAL

DOVER OFFICE
HEADQUARTERS

Effective November 30, 2022, the following guidelines shall be used regarding existing fire alarm systems and fire alarm transmission methods:

1. Projects involving like-in-kind replacement of any fire alarm devices, including any Fire Alarm Control Panels (FACP), with compatible devices shall not require formal plan review submission if affecting less than 50% of total number of fire alarm devices.
2. Projects relocating existing fire alarm system devices shall not require formal plan review submission if affecting less than 50% of total number of fire alarm devices.

A letter shall be sent to the Fire Protection Specialist handling the project stating that all work and testing was performed in accordance with the Delaware State Fire Prevention Regulations for numbers 1 & 2 above.

3. Projects adding any new devices to an existing fire alarm system shall require formal plan review submission.
4. Projects adding fire suppression system monitoring shall require formal plan review submission.
5. Projects that change existing Digital Alarm Communicator Transmitter (DACT) phone line monitoring to internet protocol (IP) communicator monitoring or other performance-based technologies shall require formal plan review submission.
6. Projects that change existing Digital Alarm Communicator Transmitter (DACT) phone line (POTS) monitoring to cellular or wireless mesh radio network monitoring shall complete and electronically submit a **Change of Fire Alarm Service Form** for each system.

If you have any questions, please contact the Division Supervisor in charge for the county in which the project is located:

New Castle County	James G. Facciolo	302-323-5365
Kent/Sussex Counties	Duane T. Fox, Jr.	302-856-5298

Please note that projects located within the City of Wilmington, City of New Castle, City of Newark, and City of Dover may have separate submission requirements; please contact their respective Fire Marshal's Office directly for guidance.

Sincerely,

John W. Rudd, CFPS, CFI-II, CFPE
Chief of Technical Services Division

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