

OFFICE OF STATE FIRE MARSHAL APPLICATION FOR FIRE PROTECTION PLAN REVIEW

DAY-CARE OCCUPANCIES

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

NewCastleCounty

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

1. Project Name:

Address:

Complete Tax Parcel Number:

County:

Number of Stories:

Total Square Footage:

2. Project Description: Family Day-Care Home (up to 6) Group Day-Care Home (7-12) Day-Care Center (13 & up)
Description / Number of Clients:

An incomplete application may cause a delay in the processing of the project.

3. Fee Calculation: Building Construction Costs: Check #: Fee:

Check or Money Order made payable to the "State of Delaware" NO CASH ACCEPTED

Exempt Status: State County Federal DSHA Fire Co. / Ambulance Municipality No Impact

4. Property Information (see checklist on page 2 for details)

Property Name:

Building Name:

Suite / Unit:

5. Primary Point of Contact

Phone:

Signature required in Item #8 Cell :

Name:

Company Name:

Address:

City: State: Zip Code:

Email:

6. Property Owner Info Phone:

Cell:

Name:

Address:

City: State: Zip Code:

Email:

7. Day-Care Owner Info Phone:

Cell:

Name:

Address:

City: State: Zip Code:

Email:

8. Applicant Signature: Date:

FOR OFFICE USE ONLY:

FIRE PROTECTION SPECIALIST

Plan Review #

DATE

Deposit / Return Date:



STATE OF DELAWARE
OFFICE OF THE STATE FIRE MARSHAL

JOHN W. RUDD
STATE FIRE MARSHAL

DOVER OFFICE
HEADQUARTERS

NEW DAY-CARE SUBMITTAL CHECKLIST

Application Block #4: Please complete using the property, subdivision, or complex name that best identifies the property. When there are multiple buildings, please identify which building will have the changes made.

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

- Name and address of the building
- Owner of the building
- Detailed construction information

Do you have the following items ready for submittal?

- Application for Fire Protection Plan Review including: Complete tax parcel number
SUSSEX <https://sussexcountycle.gov/sussex-county-mapping-applications> *KENT* <https://pride.kentcountycle.gov/> *NEW CASTLE* <https://www3.newcastlede.gov/parcel/search/>
- Building Plan Review Fee: For any project less than \$21,428.57, a minimum \$150.00 fee is required for plan submittal. 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**
- One (1) copy of your building construction plans

The Delaware State Fire Prevention Regulations define a day-care as an occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Day-Care occupancies include the following: • Adult day-care occupancies, except where part of a health care occupancy • Child day-care occupancies • Day-care homes • Kindergarten classes that are incidental to a child daycare occupancy • Nursery schools in areas where public schools offer only half-day kindergarten programs, many child day-care occupancies offer state-approved kindergarten classes for children who need full-day care. Because these classes are normally incidental to the day-care occupancy, the requirements of the day-care occupancy should be followed. Places of religious worship shall not be required to meet day-care requirements where operating a nursery while services are being held in the building. Although the requirements of the Delaware State Fire Prevention Regulations are enforced statewide, plan review and inspection services for day-care occupancies located within the city limits of Wilmington, Newark, Dover, and New Castle are provided by the Jurisdictional Fire Marshals of those cities. If your proposed day-care is located within one of these cities, please contact the respective Jurisdictional Fire Marshal for further information. All new day-care facilities will require a plan review submission, including a completed building application, drawings, and a fee paid by check or money order to "State of Delaware." A plan review will be performed to ensure compliance with the current edition of the Delaware State Fire Prevention Regulations and an approval form with comments will be issued to you. All new day-care facilities may also require a final inspection from our office prior to any occupancy. The inspection requirements will be included in your approved plan review comments form.

***CHECKLIST FOR APPLICANT'S REFERENCE ONLY
DO NOT INCLUDE WITH PLAN SUBMITTAL***