

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:

6. Property Owner Info Phone:

Cell:

Name:

Address:

City:

State:

Zip Code:

Email:

5. Primary Point of Contact

Phone:

Signature required in Item #8 Cell :

Name:

Company 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

NEWDAY-CARE PLANSUBMITTAL

The following items are required for submittal.

Application

1. Provide the project name with address and the county tax parcel number.
New Castle County - <https://www3.newcastlede.gov/parcel/search/>
Kent County - <https://pride.kentcountyde.gov/>
Sussex County - <https://sussexcountyde.gov/sussex-county-mapping-applications>

Provide the number of stories and total square footage.

2. Check what type of daycare you are applying for with a description of your daycare and how many clients.
3. Provide construction cost. See below for fee calculations.
 - a. Construction cost for family and group it's the cost to convert area(s) to a daycare.
4. Provide information about the Property, Building, and Suite/Unit.
5. Primary Point of Contact should be filled out and is usually the applicant.
6. The property owner's information: equitable owner of property.
7. Provide the Daycare owner information.
8. The applicant shall sign and date the application. Without an applicant signature and date, the application is incomplete.

Please choose the correct type of daycare that you are applying for.

- Family Day-Care Home (4 to 6 clients): A family day-care home shall be a day-care home in which more than three, but fewer than seven, clients receive care, maintenance, and supervision by other than their relative(s) or legal guardian(s) for less than 24 hours per day, generally within a dwelling unit.
- Group Day-Care Home (7 to 12 Clients): A group day-care home shall be a day-care home in which not less than 7, but not more than 12, clients receive care, maintenance, and supervision by other than their relative(s) or legal guardian(s) for less than 24 hours per day, generally within a dwelling unit.
- Day-Care Center (13 or more Clients): A Day-Care Center is an occupancy in which 13 or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Requires automatic sprinkler protection, and fire alarm system.

One (1) copy for each building plan drawn to scale to include the following information as described on the DSFMO webpage. <https://statefiremarshal.delaware.gov/new-day-care-plan-reviews-and-inspections/>

Building Plan Review Fee:

For any project less than \$21,428.57, a minimum \$150.00 fee is required for plan submittal. All others multiply the construction costs by \$0.007 for projects up to including the first million. Projects over a million its \$7,000 for the first million and the remainder is multiplied by \$0.003 added to the \$7,000. A check, money order, or cashier's check payable to the State of Delaware. NO CASH.

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

DELAWARE FIRE SERVICE CENTER, 1537 CHESTNUT GROVE ROAD, DOVER, DELAWARE 19904-1544
TECHNICAL SERVICES / LICENSING (302) 739-4394, ADMINISTRATION (302) 739-5665, INVESTIGATIONS (302) 739-4447
FAX (302) 739-3696