

OFFICE OF STATE FIRE MARSHAL APPLICATION FOR FIRE PROTECTION PLAN REVIEW

NEW BUILDING / NEW ADDITION / SHELL & CORE

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: _____

Phase: _____ *Please note: One phase per application. One building per application.*

Address: _____

Complete Tax Parcel Number: _____ County: _____

Number of Stories: _____ Total Square Footage: _____

2. Project Description: New Building New Addition Shell and Core

Description / Use Details:

If a new Fire Sprinkler System is proposed, go to <https://statefiremarshal.delaware.gov/wp-content/uploads/sites/110/2023/11/Preliminary-Sprinkler-Form.pdf>. This shall accompany building plan submittal.

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. Primary Point of Contact

Phone: _____

Cell Phone: _____

Signature required in Item #6

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

5. Property Owner Info

Phone: _____

Cell Phone: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

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

6. Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:

FIRE PROTECTION SPECIALIST

DATE

Plan Review # _____

Deposit / Return Date: _____



STATE OF DELAWARE
OFFICE OF THE STATE FIRE MARSHAL

JOHN W. RUDD
STATE FIRE MARSHAL

DOVER OFFICE
HEADQUARTERS

NEW BUILDING, NEW ADDITION, & SHELL & CORE PLAN SUBMITTAL

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. Give a brief description of the scope of work.
3. Provide a construction cost. See below for fee calculations.
4. Provide the Primary Point of Contact.
5. The property owner's information: equitable owner of the property.
6. The applicant shall sign and date the application. Without an applicant signature and date, the application is incomplete.

Any anticipated phasing requires separate permitting. As an example, if you have a multi-story building and need to finish one floor at a time, phasing would be required. Once a permit is finalized, the permit is closed. No further work can be done. Please inform all fire protection system installers of the project phasing.

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/plan-review-and-inspections/plan-review/building-plan-submittals/>

- For new buildings that will include automatic sprinklers, the Preliminary Sprinkler Form and applicable attachments shall be submitted with the building plans.
- For installations of new fire pumps driven by an electric motor please refer to Electrical Plans for Fire Pumps. Approval documentation from a licensed electrical inspection agency will need to accompany the building plan submittal. A list of Licensed Electrical Inspection Agencies can be found on our website: <https://statefiremarshal.delaware.gov/electrical-inspection-agencies/>

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.**

*A site plan approval is required prior to approval of any new/addition/shell & core buildings.

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