



STATE OF DELAWARE
OFFICE OF STATE FIRE MARSHAL

M E M O R A N D U M

DATE: June 21, 2007
TO: Submitters of Plans for Review
Site, Building, Fire Protection Systems, Tanks, and All Other Submittals
FROM: Grover P. Ingle, CFPS, CFI II, State Fire Marshal
RE: Application for Fire Protection Plan Review Forms

Enclosed for your use you will find the "Application for Fire Protection Plan Review" forms that are to be used.

Please pay attention to the instruction at the top of the form: "*Note: All Information Must Be Provided By Applicant*"

If the required information is not provided, the application will not be accepted.

The information that we require you to provide will enhance our delivery of services to you. We ask that you work with us as we strive to provide an improved level of services to you.

Also enclosed is a list of guidelines to assist you with a timely and expedited plan review, approval, and final inspection.

Any questions pertaining to the application, procedures, or guidelines should be directed to the divisional office in which your project is located.

New Castle County

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

Kent County

Delaware Fire Service Center
1537 Chestnut Grove Road
Dover, DE 19904-9610
Ph 302-739-4394/Fx 302-739-3696

Sussex County

Delaware Fire Service Center
22705 Park Avenue
Georgetown, DE 19947
Ph 302-856-5298/Fx 302-856-5800

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**DELAWARE STATE FIRE MARSHAL'S OFFICE
GUIDELINES FOR COMPLETING AND SUBMITTING
APPLICATIONS FOR PLAN REVIEWS
AND PROCEDURES FOR REQUESTING FINAL INSPECTIONS**

A. Complete the Application: **Completely** fill out the "Application for Fire Protection Plan Review" form as indicated:

1. Site
Sections #1-6 Must Be Provided
2. Building, Tenant, Renovation, Addition, Occupancy Change
Sections #1-8 Must Be Provided
3. Fire Protection Systems (Alarm, Sprinkler, Hood, Fixed, Special Hazard, Other)
Sections #1-11 Must Be Provided
4. Tanks (Flammable/Combustible Liquids, LPG, Other)
Sections #1-7 Must Be Provided

- If all the information requested is not provided, the application and any submitted information (plans, specifications, etc.) will not be accepted

B. Phasing: For plans that will need to be completed in phases, a separate plan submittal application will be required detailing the location, phase/unit/building/area/floor and construction cost for each phase. The permit fees shall be calculated separately; however, one check can be submitted. All phase applications can be submitted at one time. The purpose of phasing is to issue a permit and have a final inspection in order to receive a certificate of occupancy from the building department for each phase.

C. Tax Parcel Number: Complete Property Tax Identification Numbers shall be provided for **all** submissions

- The Property Tax ID Number will be the identifier for all requests for information, inspections, etc., regarding this submission.

D. Responsibility: The following are responsible for submitting plans, information, specifications, etc. that are in compliance with the State Fire Prevention Regulations:

1. Applicant;
2. Architect;
3. Engineer; and
4. Owner.

Approvals by the Office of State Fire Marshal at the time of plan review, even if in error or omission of a specific requirement, do not relieve the aforementioned of responsibility to correct such an error or omission prior to the final inspection and/or acceptance by the Office of State Fire Marshal.

Once plans are reviewed and approved, any design change or modifications must be submitted for review and approval.

E. Fees: All required fees must accompany all applications and plan submittals. The application and plan submittal will not be accepted by the Office of State Fire Marshal without a fee.

- See the Office of State Fire Marshal "Plan Submittal" Brochures for:
 1. Site Plan;
 2. Building Plan;
 3. Fire Protection System Plan; and
 4. Tank Plan.

F. Preliminary Sprinkler Forms are required to be completed and submitted along with building applications for all buildings that are to be sprinklered. The Preliminary Sprinkler form is available on our Web site and must be completed by a sprinkler contractor licensed by our office, a Delaware registered professional engineer or a fire protection consultant.



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If an electric fire pump is required, an electrical inspector's review and approval is required to be submitted along with the preliminary sprinkler form by a State Fire Marshal approved electrical inspection agency. A list of those agencies are on the State Fire Marshal Web site as well.

- G. Preliminary Approval-Footer Foundation Permit:** An appointment can be made with a Fire Protection Specialist to conduct a preliminary review of a submission. If the Fire Protection Specialist has determined that the plans and/or specifications appear to be in compliance with the State Fire Prevention Regulations, then a *Preliminary Approval-Footer Foundation Permit* may be issued which will authorize the county or local building department to issue a building permit. The *Preliminary Approval-Footer Foundation Permit* will be followed by the full review and approval process. The standard for completing the review process is a turn-around time of 15 working days. This time is contingent on all staff being on duty in the specific divisional office. Vacation time, sick leave, educational and staff development programs may add some additional time to the turn-around time.
- H. Final Approvals:** Before a final approval can be issued, the following is required:
1. Compliance with all plan review comments;
 2. All required fire protection systems have passed their Acceptance Tests; and
 3. 5 working days notice required for scheduling.
- I. Additional Submissions:** Additional submissions may be required for your project; such plans include, but are not limited to, the following:
1. Site;
 2. Fire Alarm Signaling System;
 3. Fire Suppression System (Range Hoods, Ducts, Sprinkler, Special Hazard); and
 4. Fire Lanes.
- J. Approvals:** Approvals on all plan reviews are valid for one year from the date issued by the Office of State Fire Marshal.
- K. Plan Review Appointments:** It is not a good idea to stop into the office or drop off plans if you want to talk to a Fire Protection Specialist, unless you call ahead and set-up an appointment. A staff member may not be available to be of service to you on this impromptu visit. We want to give you all the assistance and help that you need. We want to devote our full attention to your project and just "stopping-in" will be a distraction from another client's project. Support Staff will assist you with submission of your plans, but will not be able to answer technical questions.
- L. Final Inspection:** In order to obtain the desired inspection day and time, we ask that a notice of five (5) working days be given to schedule a final inspection. Inspection dates will be given based on availability of inspector, and on a first come basis.
- M. Acceptance Test:** In order to obtain the desired inspection day and time, we ask that a notice of five (5) working days be given to schedule a final inspection. The general contractor shall make all final inspections & acceptance test requests. Please coordinate with the general contractor. Exception: fire pump tests should be scheduled, by the vendor, several days prior to the final inspection.
- N. Building Code Official:** It is your responsibility to see that the Building Code Official, whether it is the county or local building department, has copies of our approvals. It is the Building Code Official who issues the building permit and the Certificate of Occupancy for your project.
- O. Compliance:** Plans are reviewed in accordance with the current Delaware State Fire Prevention Regulations, the National Fire Protection Association (NFPA) adopted edition of the 101 Life Safety Code and NFPA 1 Uniform Fire Code. Plans are not reviewed in compliance with the American Disabilities Act, local, municipal or county building codes.