

Step #1: Is your site plan drawn to scale and does it include the following information?

1. Name of the building or subdivision;
2. Plan date;
3. Full address;
4. Specific county's planning department reference number;
5. Owner's name and address;
6. Design Professional's name and address;
7. Applicant's name and address;
8. Intended use of building or buildings;
9. Name of water supplier;
10. Location of all fire hydrants;
11. Location and diameter of all water mains supplying fire protection water;
12. Maximum height of the building;
13. Proposed building construction;
14. Whether or not proposed building(s) will be protected by automatic sprinklers;
15. Location of any fire lanes, their markings, and their widths; and
16. A plan note stating "All fire lanes, fire hydrants, and fire department connections shall be marked in accordance with the State Fire Prevention Regulations."

Note: When the plans so submitted include single family homes arranged in a townhouse or rowhouse configuration, the following additional information shall be included:

1. A plan note stating how these townhouse or rowhouse units are to separated, and;
2. A cross section plan of a fire barrier wall indicating its construction and hourly fire rating, and;
3. The above required fire barrier wall shall be listed by a testing laboratory meeting the requirements of Part I, Chapter 5 of the Delaware State Fire Prevention Regulations, and such information shall be included on the plan.

Step #2: Do you have the following items ready for submittal?

1. Three (3) copies of your site plan;
2. Application for Fire Protection Plan Review; and
3. \$150.00 Site Plan Review Fee (check, money order, or cashier's check made payable to **State of Delaware**) **NO CASH**

Stopping In

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, and, 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.

Visit our website at

http://www.statefiremarshal.delaware.gov/services/technical_planreview.shtml

Step #3: Where is your project located? Submit your plans, application, and fee to the appropriate division office of the State Fire Marshal. If your project falls within the limits of one of the Jurisdictional Fire Marshals, contact that office. Do not submit plans to the State Fire Marshal.

Chief – Technical Services

John P. Rossiter, CFI, CFPS
302-739-4394

New Castle County

Office of State Fire Marshal
2307 MacArthur Road
New Castle, DE 19720-2426
Phone: (302) 323-5365
Fax: (302) 323-5366

Assistant Chief – Technical Services

John W. Rudd, CFI

Specialists

Michael R. Moran, CFI, CFPS
Tony V. Eoppolo, CFI, CFPS
James G. Facciolo, CFI
Renee M. Hayes, CFI, CFPE
John Reedy, CFI II

Kent County

Office of State Fire Marshal
Delaware State Fire Service Center
1537 Chestnut Grove Road
Dover, DE 19904-1544
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Specialist

Gary R. Long, EFO, BPS, MSA

Sussex County

Office of State Fire Marshal
22705 Park Avenue
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Phone: (302) 856-5298
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Assistant Chief – Technical Services

Duane T. Fox, Jr., AET, CFI, CFPS

Specialists

Dennett E. Pridgeon, CFI, CFPS
Thomas J. Haslam, CFI
Steven L. Callaway, CFI
Timothy McClanahan, CFI

Required Plan Submittals

Plans, specifications, and any other construction documents requested by the State Fire Marshal shall be submitted to the Office of State Fire Marshal for review and approval prior to any construction taking place for the following:

1. All new buildings and additions;
2. Any building undergoing a change in occupancy;
3. Any part of a building suffering damage from fire, explosion, or any other cause;
4. For all dwelling units when attached in units of three or more, to verify the fire rated design of the required separation wall between units;
5. Tenant fit-outs;
6. Protective signaling systems;
7. All fire suppression and extinguishing systems;
8. Standpipe systems;
9. Fire pumps;
10. Water supplies and distribution systems for fire fighting purposes;
11. Emergency and exit lighting systems;
12. Egress/exiting systems (including but not limited to elevators and escalators);
13. Smoke removal and smoke control systems;
14. Fire lanes;
15. Flammable and combustible liquid installations;
16. Flammable gas installations; and
17. Other miscellaneous installations falling under the provisions of these Regulations.

What projects do not require a plan submittal?
Individual, detached, stand alone single family units and buildings used wholly for farming purposes do not require building plan submittals for review by the Office of State Fire Marshal.

Jurisdictional City Fire Marshals

If your project is located within the limits of one of the four Jurisdictional Fire Marshals, contact that office for their required plan submittals, appointment procedures, and fee schedules.

City of Dover

City Fire Marshal's Office
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7010
City Fire Marshal
David Truax

City of Newark

Newark Fire Marshal's Office
P.O. Box 390
Newark, DE 19715-0390
Phone: (302) 366-7075
City Fire Marshal
Matthew Schumacher

City of New Castle

New Castle Fire Marshal's Office
900 Wilmington Road
New Castle, DE 19720
Phone: (302) 322-9813
City Fire Marshal
Jeff Bergstrom

City of Wilmington

Wilmington Fire Marshal's Office
Louis L. Redding-City/County Building
800 North French Street
Third Floor
Wilmington, DE 19801
Phone: (302) 576-3120
City Fire Marshal
George Cunningham, Deputy Fire Chief

Site Plan Submittals



Requirements To Submit Plans

7/2009