



## City of Dover

Public Services

<http://www.cityofdover.com/>

302-736-7010, 7011, 4457

### **Commercial Plans Submission “General Information” for: New construction, Renovations, Tenant Fit Outs and Alterations**

Minimum Submission of 3 complete sets is required = 2 sealed paper sets of drawings and one sealed digital copy (CD/FD) in PDF format submitted together with a completed building permit application and those related documents. The submission is to include Energy Code Compliance confirmation per the 2018 IECC (Energy Code) inclusive of Delaware’s Amendments. \*Go to [www.dnrec.gov](http://www.dnrec.gov) or call 302.735.3480 for related information. Submitted plans must be complete per the intended scope of work (Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection and Civil (for Elevations and building(s) location). Complete sets must include a complete codes data summary (analysis) that reflects the building and life safety codes adopted and as listed within this document, this includes and is not limited to Occupancy Classification, Construction Type, Square Footage, paths of egress, egress, accessibility etc. \*Design Professionals must have a City of Dover Business License in addition to their State Professional License. \*Tenant Fit Outs must include a letter of permission from the owner with the submission.

Permit Applications for occupancies that intend regulated products for human consumption, alcohol or regulated Health Care Service are to include plans received confirmation that those other authorities having jurisdiction have received plans as may be required by these agencies, including and may not be limited to: Public Health (DHSS), Office of Alcohol and Beverage Control Commissioner (OABCC) or the Center of Medicaid Medicare Services. Regulated Health Care Facilities that require “CMS” approval must first submit to The Delaware State Fire Marshal’s Office for that approval, prior to submitting permits / plans to Dover.

\*Remember:

**Site / Civil plans submission to Planning and Zoning / Public Utilities  
Kent Conservation Permit and or DNREC approvals  
Del-Dot Approvals**

- Design professionals must have an active City of Dover *business license* in addition to State License requirements.
  - Contact DNREC [www.dnrec.gov](http://www.dnrec.gov) (Dover-302.739.9402) for home owner and or contractor regulations regarding asbestos removal and disposal for alterations / renovations. Any permit application for interior, exterior, demolition or renovation, must include a report from a *Delaware* certified asbestos inspector that confirms or denies the presence of asbestos. DNREC (Dover-302.739.9402) guidelines must be adhered to regarding asbestos removal and disposal. Call DHSS for Lead Abatement Information 302.744.4546, [www.LeadSafeDelaware.org](http://www.LeadSafeDelaware.org).

Separate permits for Plumbing, HVAC and Fire Permits (Sprinkler/Fire Alarm) are required and to be applied for \*AFTER the building permit and plans have been approved and in place.

#### **PERMITS**

**Required.** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done shall first make application to the building official and obtain the required permit. Permit information must be completed and include:

Use Group-  
Type of Construction-  
Square Footage –  
Occupant Load -

#### **APPLICABLE CODES adopted by Dover and or other AHJ- State / Federal Agencies**

**IBC- International Building Code- 2009**

**IRC- International Residential Code- 2009**

**IPC- International Plumbing Code- 2018 (State of Delaware Requirements)**

**IMC- International Mechanical Code- 2018 (State of Delaware Requirements)**

**IFGC- International Fuel and Gas Code- 2018 (State of Delaware Requirements)**

**IECC- International Energy Conservation Code- (2018 + DNREC Amendments)**

**IEBC- International Existing Building Code- 2009**

**ICCPC- International Code Council Performance Code- 2009**

***ANSI A117.1 – 2010 (or most current) Federal Edition***

**IFC- International Fire Code- 2009**

**\*CONTACT THE DOVER FIRE MARSHALS OFFICE or visit [www.cityofdover.com](http://www.cityofdover.com) to confirm the most recent editions of NFPA / SFMO REGULATIONS and “Dover” Fire Marshal requirements per Dover City Ordinances. Dover FM 302-736-7010, 736-7011 or 736-4457**

CONFIRM DSFPR DETAILS regarding sprinkler requirements for ALL BUILDINGS EXCEEDING 10,000 SF AND ALL BASEMENT AREAS EXCEEDING 2,500 SF.

\*Contact the Dover FM for information regarding sprinkler / fire alarm (DCO Section 46-162), Fire Alarm requirements (DCO Section 46-171) Impact Protection (DCO Section 46-4) and Rated Assembly (Wall) Markings (DCO 46-128) Note that Fire Protection Architectural drawings are required with the “general submission” and that Contractor “Shop Drawings” (in electronic format) are required to be submitted *separately* by that *licensed contractor* to the City of Dover Fire Marshal’s Office with the proper “Fire Permit(s)” prior to installation of those systems and before occupancy of the building.

\*Note specific to Medical Occupancies requiring CMS approval, the applicant is to provide *Documents confirming SFMO receipt and approval before permits and plans are released by Dover. Regulated Surgical Centers* must be approved by “CMS” as an ambulatory health care occupancy regardless of the number of persons who, in the event of an emergency, may be incapable of taking appropriate action due to disability, medication, anesthesia or security beyond their control. CMS requires plans submission and approval by the Delaware SFMO.

SFMO EMERGENCY POWER SOURCE REQUIREMENTS

SB 131 AMENDED 16 DEL. C. 122 TO DEFINE A DIALYSIS CENTER AS AN INDEPENDENT OR HOSPITAL BASED UNIT TO FURNISH OUTPATIENT DIALYSIS SERVICES (MAINTENANCE DIALYSIS OR HOME DIALYSIS TRAINING AND SUPPORT, OR BOTH) DIRECTLY TO END STAGE RENAL DISEASE PATIENTS.

SB 131 INCLUDES A STANDARD REQUIREMENT FOR ALL DIALYSIS MACHINES IN A DIALYSIS CENTER TO BE CONNECTED TO AN EMERGENCY POWER SOURCE SO THAT ALL DIALYSIS MACHINES WILL OPERATE FOR AT LEAST 4 HRS FOLLOWING A POWER SHUTDOWN OR OUTAGE. THE EMERGENCY POWER SOURCE MUST BE IN WORKING CONDITION AT ALL TIMES AND THE DIALYSIS CENTER MUST CONDUCT AND DOCUMENT AT LEAST A MONTHLY TEST OF THOSE EMERGENCY POWER SOURCES. CONTACT THE OFFICE OF HEALTH FACILITIES LICENSING AND CERTIFICATION AT 302.283.7220 FOR QUESTIONS IN REGARD.

ATTENTION!

DEPARTMENT OF SAFETY AND HOMELAND SECURITY – DIVISION OF COMMUNICATIONS REQUIRES COMPLIANCE WITH THE 2500 IN-BUILDING COMMUNICATIONS SYSTEMS REGULATION(S) WHICH APPLIES TO ALL NEWLY CONSTRUCTED BUILDINGS OF 25,000 SF OR MORE. CONTACT THE DOVER FIRE MARSHAL'S OFFICE FOR SUBMISSION DOCUMENTATION / INFORMATION- 302.736.4457.

**Contact City of Dover Public Works at 302-736-7026 regarding placement of dumpsters, and Planning and Zoning regarding site trailers at 302.736.7196, 7010, 7011 or 4457.**

**\*The applicant is responsible for providing a documented fixture count (old vs new) for impact fees or possible credit for existing prior to C/O or Building Final approval. Contact City of Dover Public Works for details at 302-736-7026. Also see \*The Public Works Renovations Check list and Public Works Fixture Form on our website within "Forms and Brochures". Contact Public Utilities for information regarding Backflow and or Cross Connection protection for utility installations / sitework.**

**ALL TEMPORARY OFFICE AND STORAGE TRAILERS MUST BE LICENSED. ALL CONTRACTORS MUST HAVE A BUSINESS LICENSE FOR BOTH THE STATE OF DELAWARE AS WELL AS THE CITY OF DOVER.**

**THE GENERAL CONTRACTOR OR CONSTRUCTION MANAGER IS REQUIRED TO PROVIDE A LIST OF SUBCONTRACTORS.**

**Contact the City of Dover Planning Office for details regarding license requirements, 302.736.7011, 7010 or 4457.**

Contact the Division of Professional Regulation for electrical code, permit and inspection agencies (302) 744-4500, email: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us). \*ELECTRICAL INSPECTION OF ANY ASSOCIATED FIRE ALARM SYSTEM IS REQUIRED IN ADDITION TO REGULAR ELECTRICAL SYSTEMS INSPECTIONS AS REQUIRED BY THE DELAWARE STATE FIRE MARSHAL'S OFFICE.

Existing rated assemblies, both horizontal and vertical must be repaired as needed and inspected before concealment.

"Open plenum" ceiling conditions must meet "plenum rated" requirements per code.

All Tenant Fit-outs and Renovations in a Covered Mall will require the installation of a Horn and Strobe Alarm Notification.

The last page below is a list of required building inspections, the same are performance based - on the actual scope of work: \*It is the applicant's responsibility to coordinate and schedule their project's inspections via the related permit number located on the issued permit.

#### REQUIRED INSPECTIONS

This is a general list which may vary depending on the projects scope of work. It is the applicant's responsibility to confirm and schedule inspections as required.

Footing

Foundation (prior to back fill)

Pre-slab inspection (after plumbing underground inspection)

Electrical Rough-3rd party inspection not performed by City of Dover - must be

Inspected / approved by an authorized agency, (see the information provided at the bottom of this list).

Plumbing Rough

Mechanical Rough

Above ceiling inspections for Mechanical (includes Fire / Smoke Damper inspection),

Plumbing, Fire / Smoke assemblies prior to concealment.

Frame- after electrical, plumbing and mechanical inspections are approved and before insulation.

Flashing- prior to exterior wall coverings (EIFS, brick, siding, etc...)

Insulation (Pre-Drywall)

Final Inspections required for Certificate of Occupancy

Final Electric-Before Building Final

Final Plumbing- Before Building Final

Final Mechanical- Before Building Final

Plumbing / Mechanical Inspections may be scheduled together –allow 1hour min per.

Final Kent Conservation / DNREC

Final Public Utilities

Final Planning and Zoning

Building Final

Commercial Buildings will require Fire Marshall Final prior to Building C/O and Public

Health after Fire Marshal and Plumbing Final inspections. A “Public Occupancy

permit” may be required for certain occupancies after Fire Marshal approval and before

application for a C/O. All associated fees must be paid prior to occupancy approval.

City of Dover Ordinance Sec. 22-65. Permit fees.

(h)-Re-inspections. There will be no charge for the first re-inspection of a permit. The applicant shall pay the sum of \$25.00 for the second re-inspection, \$50.00 for the third re-inspection and \$100.00 for any subsequent re-inspection.

Contact the Division of Professional Regulation for electrical code, permit and inspection agencies (302) 744-4500, email: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

**Access our web address located at the top of this document regarding permits, fees, building code and other ordinance information. Please come in and browse our brochure display as well!**

#### **\*Building Inspections Staff are:**

Greg Akers  
Chief Building Inspector

Chris Scott  
Inspector II, Plumbing / Mechanical  
Commercial and Residential

Mike McGregor  
Inspector II, Residential, Commercial, Manufactured / Modular Homes

