

## **Building Code**

### **SECTION 110.0**

#### **CERTIFICATE OF OCCUPANCY**

**110.1 Use and occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

### **SECTION 113**

#### **VIOLATIONS**

**113.1 Unlawful acts.** It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

### **SECTION 118.0**

#### **CERTIFICATE OF OCCUPANCY**

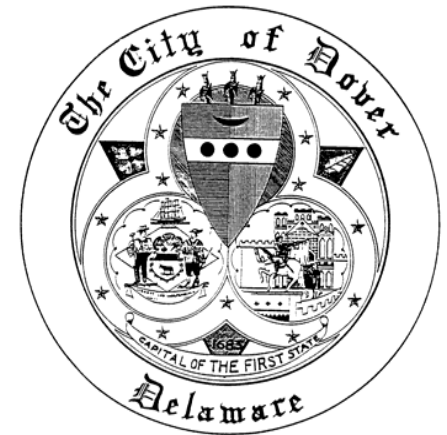
**118.1 General:** A certificate of occupancy, indicating completion of the work for which a permit was issued, shall be obtained prior to any occupancy of a structure.

**Any Questions  
or Concerns about receiving  
a Certificate of Occupancy?**

**Please contact:**

**City of Dover  
15 Loockerman Plaza  
Dover, DE 19901  
(302) 736-7010**

# **Certificate of Occupancy Requirements**



**City of Dover**

**Planning &  
Inspections**

# Inspections

**These are the Inspections and approvals to be completed prior to receiving a Certificate of Occupancy:**

- ☐ Final Electrical Inspection
- ☐ Kent Conservation District Final
- ☐ Public Health (Eating Establishments)
- ☐ Final City of Dover Public Utilities
- ☐ Final Plumbing Inspection
- ☐ Final Mechanical Inspection
- ☐ Final Planning And Zoning
- ☐ Final City of Dover Public Services
- ☐ Final City of Dover Fire Marshal Approval(s)
  - Sprinkler
  - Alarm
  - Hood Systems
  - Building and Site for CO
- ☐ State Fire Marshal (Medical)
- ☐ Final Building Inspection(s)
  - Building
  - Certificate of Occupancy

**In addition to all of the Final Inspections the following payments must be made:**

- ☐ Certificate of Occupancy Application Fees must be paid. (temporary and/or permanent certificates)
- ☐ Any inspection or re-inspection fees must be paid.
- ☐ All Impact Fees must be paid.

The City of Dover, Department of Public Services, has a form for you to fill out so your Impact Fees can be determined.

# Fees

## Certificate of Occupancy

There is an application fee for each Certificate of Occupancy. (temporary and permanent) the fee is calculated as follows:

Certificate of occupancy for one family residential uses -**\$60.00**

Temporary certificate of occupancy for one family residential uses—**\$75.00 for a max of 45 days.** Fee applies for any extensions beyond 45 days.

Certificate of occupancy for uses other than one family residential uses—**\$75.00 for the first 20,000 square feet of building area, plus the sum of \$15.00 for each additional 10,000 square feet of building area in excess of the first 20,000 square feet or multiple.**

Temporary certificate of occupancy for uses other than one family residential uses—**\$100.00 for 45 days. Fee applies for any extensions beyond 45 days.**

**Re-inspection fees are:**

- 1st Re-inspection— Free
- 2nd Re-inspection— \$25
- 3rd Re-inspection—\$50
- 4th and subsequent— \$100

## Impact Fees

Any connections to the City of Dover Sewer System or changes to the amount of flow through those connections have an impact on the City of Dover Sewer System.

In order to accommodate additional sewer loads the City Department of Public Utilities calculates a fee based on the number and types of fixtures in the building.

Fee calculations are required for both new construction and renovations that involve plumbing systems and are determined only by the Department of Public

# Who to call

## Electrical Inspections:

State Approved 3rd Party Inspection Agencies

## Kent Conservation District Inspections:

Kent Conservation  
302-741-2600—Ext 3

## State Department of Public Health:

(Eating Establishment Inspections)  
302-739-5305

## City of Dover Public Utilities:

302-736-7070

## Plumbing Inspections:

City of Dover  
302-736-7010

## Mechanical Inspections:

City of Dover  
302-736-7010

## Planning and Zoning Inspections:

City of Dover  
302-736-7010

## City of Dover Fire Marshal Inspections:

302-736-7010

## State Fire Marshal Inspections:

(Medical Occupancies)  
State of Delaware—Fire Marshal  
302-739-4394

## City of Dover Building Inspection:

Building and Certificate of Occupancy  
302-736-7010

## City of Dover Public Services

302-736-7025