

Location of toilet facilities in covered mall buildings.

In covered mall buildings, the required public and employee toilet facilities shall be located not more than one story above or below the space required to be provided with toilet facilities and the path of travel to such facilities shall not exceed a distance of 300 feet (91 440 mm). In covered mall buildings, the required facilities shall be based on total square footage, and facilities shall be installed in each individual store or in a central toilet area located in accordance with this section. The maximum travel distance to the central toilet facilities in covered mall buildings shall be measured from the main entrance of any store or tenant space. In covered mall buildings, where employees' toilet facilities are not provided in the individual store, the maximum travel distance shall be measured from the employees' work area of the store or tenant space.

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 backfill)

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 page).

Plumbing rough

Mechanical rough

Above ceiling / mechanical (includes fire/smoke damper inspection), plumbing, fire/smoke assemblies prior to concealment.

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 1 hour minimum.

Final Kent Conservation / DNREC

Final Public Utilities

Final Planning and Zoning

Building Final

Commercial Buildings will require Fire Marshal 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 applications for a C/O. All associated fees must be paid prior to occupancy approval.

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

Medical Occupancies are required to be inspected and approved by CMS, The State of Delaware Fire Marshal's Office as well as the City of Dover Fire Marshal's Office.

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.

Commercial Buildings and Renovations

Permits & Inspections Requirements



**City of Dover
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City of Dover Inspections & Planning

GENERAL PLANS REQUIREMENTS FOR: COMMERCIAL CONSTRUCTION, RENOVATIONS and TENANT FIT OUTS

Construction documents: Submit two complete sets of wet sealed plans for approval and one digital copy via CD with the permit application. Architectural, (must include a detailed codes data sheet), Structural (+geo tech report), MEP and FP drawings. **A letter of permission from the property owner is required for all Tenant Fit Outs.** Design professionals must have an active City of Dover **business license** in addition to State License requirements.

Any permit applications for 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.

Occupancies that propose food service and or products for public consumption are to provide documents/plans approval confirmation by the authorities having jurisdiction, including but not limited to Public Health and Alcohol and Beverage Control.

Proposed designs must include a complete codes reference sheet that reflects and references the building codes as adopted by the City of Dover. A complete codes reference sheet is considered inclusive of and not limited to: occupancy classification, type of construction, square footage, occupant load, egress, accessibility etc....

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 applicant is responsible for providing a documented fixture count (old vs. new) for any credit toward impact fees prior to C/O or Building Final approval. Contact City of Dover Public Works for details at 302-736-7026.

The temporary use of streets or public property for the storage or handling of materials or equipment required for construction or demolition, and the protection provided to the public shall comply with ordinance provisions of the authority having jurisdiction and compliance with the IEBC. Contact City of Dover Public Works at 302-736-7026 regarding dumpsters, site trailers etc....

APPLICABLE CODES

IBC- International Building Code - 2009
IRC- International Residential Code - 2009
IPC- International Plumbing Code - 2015 (State of DE Requirements)
IMC- International Mechanical Code - 2015 (State of DE Requirements)
IFGC- International Fuel and Gas Code - 2015 (State of DE Requirements)
IECC- International Energy Conservation Code - 2012 + DE Amendments-DNREC)
IEBC- International Existing Building Code - 2009
ICCPC- International Code Council Performance Code-2009
ANSI A117.1-03-2003 local, 2010 federal
IFC- International Fire Code- 2009
2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2015NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA)
2013 NFPA 13 Installation of Sprinkler Systems (NFPA)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2015 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

Contact the Division of Professional Regulation for electrical code, permit and inspection agencies information 302-744-4500 or e-mail to customerservice.dpr@state.de.us.

CONTACT CITY OF DOVER FIRE MARSHAL'S OFFICE FOR SMOKE/CARBON MONOXIDE DETECTION, SPRINKLER AND/OR FIRE ALARM REQUIREMENTS. CONFIRM DSFPR DETAILS REGARDING SPRINKLER REQUIREMENTS FOR ALL BUILDINGS EXCEEDING 10,000 SF AND ALL BASEMENT AREAS EXCEEDING 2,500 SF.

Fire protection shop drawings (hard copy and CD) and a separate Fire Permit are required to be submitted to the City of Dover Fire Marshal's Office for approval and indicate conformance to the codes referenced, *prior* to the installation of the system and *before* occupancy of the building.

Attention:

Medical occupancies are required to be inspected and approved by CMS, the State of Delaware Fire Marshal's office and the City of Dover Fire Marshal's Office. Contact CMS, State and City Fire Marshal's offices for plans submission requirements.

In order to obtain funding from The Center of Medicare and Medicaid Services, Ambulatory 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 State Fire Marshal's Office. Documents confirming this approval are required by the City of Dover before plans are received and or released.

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-

BE AWARE THAT 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 Public Services office for details regarding license requirements, 302-736-7011, 7010 or 4457.

Submittal documents consisting of *construction documents*, statement of *special inspections*, geotechnical report and other data shall be submitted in two or more sets with each *permit* application. The *construction documents* shall be prepared by a *registered design professional* where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a *registered design professional*.

EXCEPTION: The *building official* is authorized to waive the submission of *construction documents* and other data not required to be prepared by a *registered design professional* if it is found that the nature of the work applied for is such that review of *construction documents* is not necessary to obtain compliance with this code.