

## **Certificate of Occupancy**

### **Final inspections required for C/O:**

- Final Electric-Before Building Final
- Final Plumbing-Before Building Final
- Final Mechanical-Before Building Final
- Plumbing/Mechanical Inspections may be scheduled together-allow a minimum of 1/2 hour for each
- Final Kent Conservation
- Final Public Utilities
- Final Planning & Zoning
- Smoke Detection Devices & Carbon Monoxide Alarms
- Building Final-All residential inspections require 1/2 hour minimum
- C/O application fees (temporary and/or permanent), Impact fees, permit and inspection fees paid
- Business license obtained if required
- Any other requirements of the Planning Commission

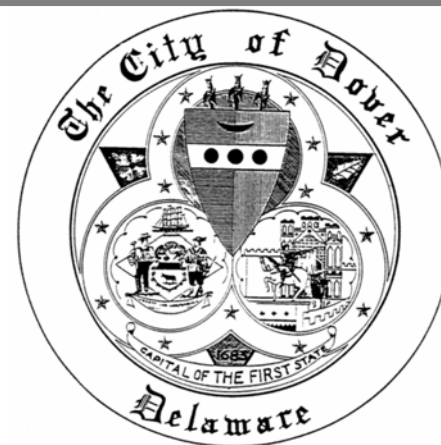
**Any questions or concerns?  
Please contact:**

### **City of Dover**

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Dover, DE 19903**

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# **Permits Plans & Inspections for Residential Properties**



## **Department of INSPECTIONS & PLANNING**

## What do I need to get a Permit?

### Residential Properties and Uses Plans:

- Two (2) complete sets of plans are required for additions, decks, 1 & 2 family homes, and accessory structures.

These are to include:

- Site plan/plot plan, elevations, floor plans, foundation plans & structural plans.

### Also:

- Kent Conservation Permit  
(if land disturbance is more than 2,500 sq. ft.)
- State of Delaware Realty Transfer Tax Declaration for Building Permit

***PLEASE ALLOW UP TO FIFTEEN (15) BUSINESS DAYS FOR REVIEW OF THE PERMIT APPLICATION.***

### SECTION 111.5 Unlawful acts

It shall be unlawful for any person to work as a licensed plumber in the State of Delaware unless such person has received a license from the Delaware Department of Administration Services, Division of Professional Regulation, showing that said person has been duly licensed as a plumber, except as provided by 24 Delaware Code 1813, and has a permit issued by the Division of Public Health.

### EXCEPTION

The homeowner of a single-family residence occupied, or to be occupied by him/her, and not for sale, rent or lease, may perform plumbing work only on such residences itself, and/or auxiliary structures, and in compliance with a permit issued by the Division of Public Health, or applicable authority, and in compliance with all provisions of these regulations.

## What do I need on my plans?

### Foundation plan:

- Footing sizes
- Wall detail—Block or poured wall
- Pier or column footing sizes and spacing
- Pilaster and/or beam pocket locations
- Number of vents and locations
- Size of girder(s) to be used
- Sill plate and anchor spacing
- Typical cross sections (may be combined with building cross section)
- Final exterior grade

### Floor Plan:

- Over all size
- Room sizes
- Window sizes
- Smoke detectors
- Carbon Monoxide Alarms
- Attic access
- Mechanical types and locations (heating, cooling, water heating)

### Typical cross Section of structures for houses, garages, & porches:

- Lumber sizes, spacing and specs.
- Roof pitch and covering
- Attic heights
- Exterior grade slope
- Foundation

### Elevation Drawing:

- Front
- One side ( unless full cross section is provided)

**NOTE: Sec.22-104.** Emergency shutoff switch required for certain appliances. Whenever an application for inspection is required under the terms of this article for electrical wiring and apparatus to be done in connection with a gas or oil burner installation in any existing building or structure or in the construction, reconstruction, alteration or repair of buildings or structures, there shall be installed an emergency shutoff switch, with a red plate thereon marked "oil burner" or "gas burner" as the case may be, at the entrance to the basement or heating room.  
(Ord. of 10-23-1972, S 8: Code 1981, S5-34)

## What Inspections are required?

### Building, addition or renovation:

- Footing
- Foundation (prior to back fill)
- Pre-slab inspection (after plumbing underground)
- Electrical Rough-3rd party inspection not performed by City of Dover-must be inspected & approved by an authorized agency
- Plumbing Rough
- Mechanical Rough
- Plumbing / Mechanical Inspections may be scheduled together-allow 1 hour minimum
- Frame \*after electrical, plumbing and mechanical inspections are approved and before insulation
- Flashing inspection-prior to exterior wall covering
- Insulation (pre-drywall)

### Plumbing:

- Water and sewer—street to building before back-filling
- Rough-in plumbing—before covering walls prior to framing inspection, air or water test on supply and drains
- Plumbing final—can be done same time as building final.

### Gas:

- Gas service—street building (100 psi air test)
- Gas piping rough-in—inside building (30 psi)

### HVAC:

- Rough-in—at time of rough-in plumbing or framing
- Final—at time of final building or plumbing

**ALL PERMITS REQUIRE A FINAL INSPECTION.**  
**ALL CONTRACTORS MUST HAVE A CITY OF DOVER BUSINESS LICENSE.**

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 and \$100.00 for any subsequent re-inspection.

**\*\*See reverse for Certificate of Occupancy requirements**