



City of Dover, DE  
 Department of Planning and Inspections  
 Office of the Fire Marshal  
 P.O. Box 475 Dover, DE 19903  
 (302)736-7010 Fax: (302)736-4217  
 www.cityofdover.com

Fee Paid: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Cash \_\_\_\_\_  
 Credit \_\_\_\_\_

License #: \_\_\_\_\_

**Fax Form To:** 302-736-4217

**Email Form To:** [permitsandlicenses@dover.de.us](mailto:permitsandlicenses@dover.de.us)

## Application for Public Occupancy Permit

(One Permit per Building)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Responsible Person Name: \_\_\_\_\_

Responsible Person Address: \_\_\_\_\_

Responsible Person Email: \_\_\_\_\_

Responsible Person Phone Number: \_\_\_\_\_

### Type of Public Occupancy (Please Circle One)

1. **Assembly occupancy** (facilities used for gathering of 50 or more people to include, but not be limited to auditoriums, assembly halls, auditoriums, bowling lanes, club rooms, college and university classrooms with 50 or more persons, conference rooms, courtrooms, dance halls, drinking establishments, exhibition halls, gymnasiums, libraries, mortuary chapels, motion picture theaters, museums, passenger stations and terminals of air, surface, underground, and marine public transportation facilities, places of religious worship, pool rooms, recreational piers, restaurants, skating rinks, special amusement buildings, theaters) **No charge for an occupant load less than 75; \$100 for an occupant load of 75 or greater**  
**\*\*Please check one \_\_\_ Occupant Load is less than 75 \_\_\_ Occupant Load is greater than 75**
2. **Assembly occupancy Fixed Seating** if there is fixed seating **\$100 for first 200 seats and \$10 for each additional 50 seats**
3. **Educational occupancy** (academies, kindergartens, schools) **\$100**

4. **Day Care occupancy** (adult, child, homes, nursery, center) **\$50 for day cares as defined by appendix B-Zoning, Article 5, Section 14.22, 14.23 (Family day care home, 6 or fewer children and Large family day care home, more than 6 but less than 13 children); \$100 for other day cares**
5. **Health Care occupancy** (hospitals, limited care facilities, nursing homes) **\$100 for first 25 rooms and \$5.00 for each additional room**
6. **Ambulatory Health Care occupancy** (facilities used to provide services or treatment simultaneously to four or more patients that provides, on an outpatient basis, one or more of the following: 1. Treatment for patients that renders the patients incapable of taking action for self-preservation under emergency conditions without the assistance of others 2. Anesthesia that renders the patient's incapable of taking action for self-preservation under emergency conditions without the assistance of others 3. Treatment for patients who, due to the nature of their injury or illness, are incapable of taking action for self-preservation under emergency conditions without the assistance of others) **\$100**
7. **Residential occupancy** (lodging or rooming houses, hotel, dormitory, apartment building, bed and breakfast inns, short term rental) **\$100 per building**
8. **Residential Board and Care occupancy** (group housing, facilities for social rehabilitation, alcoholism, drug abuse, or mental health, assisted living) **\$100**
9. **Mercantile occupancy over 10,000 square feet** (auction rooms, department stores, drugstores, restaurants with fewer than 50, shopping centers, supermarkets) **\$100**
10. **Business occupancy over 10,000 square feet** (city halls, college and universities instructional buildings, classrooms under 50 persons and laboratories, courthouses, dentist's office, doctor's office, general office, outpatient clinics (ambulatory), town halls) **\$100**
11. **Industrial occupancy** (dry-cleaning plant, factories of all kinds, food processing plant, gas plant, hangars, laundries, power plants, pumping stations, refineries, sawmills, telephone exchanges) **\$100**
12. **Storage occupancy over 10,000 square feet** (barns, bulk oil storage, cold storage, freight terminals, grain elevators, hangars, parking structures, truck and marine terminals, warehouses) **\$100**
13. **Assembly occupancy special provisions 1** (to include, but not be limited to outdoor facilities which are not part of the normal everyday operation of the building/land use and are subject to a City of Dover current special event permit) **\$25**
14. **Assembly occupancy special provisions 2** (to include, but not be limited to Special Amusement Buildings, carnivals, circus, firework displays, pyrotechnic displays, outdoor music concerts/festivals, special events) **\$100**

Type of Public Occupancy \_\_\_\_\_  
 Occupant Load \_\_\_\_\_  
 Number of Seats if applicable: \_\_\_\_\_  
 Number of Patient Rooms if applicable \_\_\_\_\_  
 Square feet if required: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Office Use Only**

Zoning Approved By:

Date:

Parcel ID:

Fire Marshal Approved By:

Date:

Comments: