



City of Dover
Public Services – Inspections & Permitting
www.cityofdover.com
302-736-7010

Residential Plans - General Information
New Construction and Alterations

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 - (Single Family Dwelling, Duplex, Addition, Deck, etc.)
- Type of Construction - (New, Existing with Alteration, Fire Restoration, etc.)
- Square Footage
- Occupant Load

Permit Fees are established by the *City of Dover, Code of Ordinances, Appendix F.*

Items for Building Permit Submission:

- New One and Two-Family Dwellings on single lots: Submit 2 copies of drawings (sealed) and sized at 24" X 36" minimum and 1 set in pdf format on CD.
- Residential Developments (Subdivisions): One and Two-Family Dwellings require submission of 2 complete "Master" sets of sealed drawings at 24"X36" minimum size and 1 set in pdf format on CD. Note that 2 copies of separate plans sized at 11" X 17" are required for each permit application inclusive of the plot plan, geo-tech report, Kent Conservation District application, etc.
- Also refer to document entitled **Residential Plan Details** for the information to be presented on the plan submissions.
- Smaller residential projects: 2 complete sets of drawings and 2 copies of the plot plan are required for additions, renovations, decks, accessory structures, etc. along with a Building Permit Application.
 - Smaller residential projects that may not require "sealed design plans" require 2 copies of the drawing(s) that clearly define the proposed work, materials, structure, measurements etc. (see R106.1 below).
 - *R106.1 Submittal documents. Submittal documents consisting of construction documents and other data shall be submitted in two or more sets with each application for a permit. 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 (pdf CD) 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 reviewing of *construction documents* is not necessary to obtain compliance with this code.

NOTE: The exception is intended for smaller projects i.e. decks, sheds and small alterations; however in certain circumstances and "where special conditions exist i.e. (Fire Damaged and or Dangerous buildings), the building official is authorized to require additional construction documents to be prepared by a registered design professional. The exception is **not** intended for Single Lot construction of One and Two-family dwellings, Residential Developments, Substantial Alterations or Changes in Occupancy that may affect life safety, the building codes or zoning ordinances.

- **Plot Plan:** Plot Plan Drawings showing the location of the project/dwelling on the property must be submitted along with the Building Permit application. Planning and Zoning will review this information for compliance with the *Zoning Ordinance* and other regulations. Contact the Planning Office for information at 302-736-7196.

Other information for Permit Submission including and not limited to:

- Kent Conservation District Permit (if land disturbance is more than 2,500 sq. ft.)
- State of Delaware Realty Transfer Tax Declaration for Building Permit (if over \$10,000)
- State of Delaware Division of Revenue Statement for Building Permit (if under \$10,000)
- Subdivision Plans or Site Plans (Civil plans) as approved by Planning and Zoning and Public Utilities as part of the Planning Commission review process, if required

PLEASE ALLOW UP TO FIFTEEN (15) BUSINESS DAYS FOR REVIEW OF THE PLANS and PERMIT APPLICATIONS. Plans Review time is tentative, subject to the amount of work proposed and contingent upon completeness of the submission and related approvals.

APPLICABLE CODES: The following Codes are adopted for use within the City of Dover. The 2009 I Codes: Residential

IRC - International Residential Code, 2009

IFGC - International Fuel and Gas Code, 2009

IECC - International Energy Conservation Code, 2009

IEBC - International Existing Building Code, 2009

- Contact the State Division of Professional Regulation for Electrical code, Electrical permits, and Electrical inspection agencies information at (302) 744-4500 or e-mail to: customerservice.dpr@state.de.us.
- The City of Dover is in compliance with Senate Bill 160 and House Bill 488 regarding the adoption and use of the International Plumbing Code. Links available are: [House Bill #488](#) and [Senate Bill #160](#).

Other helpful tips regarding Building Permits and construction activities:

- Design professionals must have an active City of Dover *Business License* in addition to State License requirements.
- All contractors and subcontractors must have an active City of Dover *Business License* in addition to a State of Delaware Business License.

- Contact DNREC (Dover 302-739-9402) for homeowner and/or contractor guidelines regarding asbestos removal and disposal for alterations /renovations.
- Engineer's Reports are required inclusive of and not limited to Dangerous Structures or Structures damaged by fire.
- If applicable, the applicant is responsible for providing a documented fixture count (old vs. new) for any credit toward Impact Fees prior to Certificate of Occupancy or Building Final approval. Contact City of Dover Public Works for details at 302-736-7025.
- The temporary use of streets or public property for the storage or handling of materials or storage of 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 302-736-7025.
- All Temporary Office and Storage Trailers associated with construction activities must be licensed for placement.
- Call an approved utilities locating service before you dig!
- Existing City of Dover utilities (electric, water, and sewer) to be disconnected, connected or abandoned in place must be done in accordance with Dover City ordinances and specifications. The same must be inspected and approved by the related Public Utilities Department authorized personnel prior to backfill. Contact City of Dover Public Utilities at 302-736-7070.
- Other private utilities to be disconnected, connected or abandoned in place are to be performed per the respective Utility Company requirements and related codes.
- Please remember to coordinate and sequence your required inspections both during the construction and for Final Inspection upon completion of your project. Please review the general list of inspections for what applies to your specific scope of work.

Residential Inspections

INSPECTIONS REQUIRED: This is a general list which may vary depending on the proposed scope of work. It is the applicant's responsibility to confirm and schedule inspections as needed ahead of schedule. To schedule Inspections contact the Inspections and Permitting Office at 302-736-7010.

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 and approved by an authorized agency.

Plumbing Rough

Mechanical Rough

Plumbing and Mechanical Inspections may be scheduled together, allow 1 hour min.

Frame - *After Electrical, Plumbing and Mechanical Inspections are approved and before insulation / concealment.

Flashing Inspection - Prior to exterior wall covering (siding, brick 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 and Mechanical Inspections may be scheduled together, allow ½ hour minimum per inspection

Final Kent Conservation District

Final Public Utilities

Final Planning and Zoning

Smoke Detection Devices and Carbon Monoxide Alarms

Building Final – Certificate of Occupancy Inspection

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- All Residential Inspections require ½ hour minimum.
 - For Reinspections, there is no charge for the first reinspection of a permit. With subsequent reinspections, the applicant shall pay a reinspection fee as follows: second reinspection \$25.00; third reinspection \$50.00; and any subsequent reinspection \$100.00. *City of Dover Ordinance, Chapter 22 – Buildings and Building Regulations. Section 22-65. Permit fees and Appendix F.*