



City of Dover

Public Services

<http://www.cityofdover.com/>

302-736-7010, 7011, 4457

Commercial Plans “General information” for: New 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. **“COMcheck” compliance report is required.** Architectural plans must include a detailed “Codes Data Summary”, 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 application 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 / 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. **Note that no condensate is permitted to discharge into City Sanitary Sewer, contact Public Utilities for more information.**

The temporary use of streets or public property for the storage or handling of materials or 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 302-736-7026 regarding dumpsters, site trailers etc...

APPLICABLE CODES

IBC- International Building Code- 2009

IRC- International Residential code- 2009

IPC- International Plumbing Code- 2009

IMC- International Mechanical Code- 2009

IFGC- International Fuel and Gas Code- 2009

IECC- International Energy Conservation Code- 2009

IEBC- International Existing Building Code- 2009

ICCPC- International Code Council Performance Code- 2009

ANSI A117.1-03- 2003

IFC- International Fire Code- 2009

2013 Delaware State Fire Prevention Regulations

2013 NFPA Life Safety Code

Contact The Division of Professional Regulation for electrical code, permit and inspection agencies information.(302) 744-4500, 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 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 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.

Pertinent Fire Marshal Policy Information

FM POLICY # 19-05

DATE October 12, 2005

POLICY REF. Marking Rated Walls

Fire walls, fire barriers, shaft enclosures, fire partitions and smoke barriers shall be labeled with their rating. Markings shall be located on both sides of the separation wall, a minimum of four inches in height and shall be red in color. Markings shall be visible when ceiling tiles are removed for inspection. Markings shall be no more than fifteen feet apart for the length of the wall.

Ratings are to be marked as follows

One hour separation	1HR
Two hour separation	2HR
Three hour separation	3HR
Four hour separation	4HR
Smoke Barriers	SB

FM POLICY # 15-05

DATE September 28, 2005

POLICY REF. Emergency Lighting in Bathrooms.

For new construction and buildings undergoing renovations, all public restrooms with three or more fixtures shall be equipped with emergency lighting.

Exception
Single family dwellings.

Bathrooms serving living units of Multi Residential, Hotel Motel, and Institutional Occupancies

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 Planning Office for details regarding license requirements, 302.736.7011, 7010 or 4457.

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 back fill)

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 inspections for Mechanical (includes Fire / Smoke Damper inspection),

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 min per.

Final Kent Conservation / DNREC

Final Public Utilities

Final Planning and Zoning

Building Final

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

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.

Contact The Division of Professional Regulation for electrical code, permit and inspection agencies (302) 744-4500, email: customerservice.dpr@state.de.us, NOTE THAT ELECTRICAL INSPECTION OF ANY ASSOCIATED FIRE ALARM SYSTEM IS REQUIRED IN ADDITION TO REGULAR ELECTRICAL SYSTEMS INSPECTIONS AS REQUIRED BY THE DELAWARE STATE FIRE MARSHAL'S OFFICE.

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.

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Access our web address located at the top of this document regarding permits, fees, building code and other ordinance information.

Please come in and browse our brochure display as well !