



The City of Wilmington

LOUIS L. REDDING - CITY/COUNTY BUILDING, 800 N. FRENCH STREET, WILMINGTON, DE 19801

www.WilmingtonDE.gov

Building Permit Checklist

All relevant information is required to be submitted at the time you file your application and building plans.

Visit our website at: www.WilmingtonDE.gov/inspections

For all permits:

- * Copy of signed contract between contractor and responsible party
- * All contractors /subcontractors must be licensed in the City of Wilmington and the State of Delaware
- * Comply with Fire Marshall requirements
- * Building Permit Application

Only complete and legible applications will be accepted! All relevant information is required to be submitted at the time the building plans and permit applications are filed.

NEW CONSTRUCTION/ADDITIONS

1. Pre-requisite approvals:
 - L & I Zoning unit: Sealed Site Plan/Zoning Approval
 - Department of Public Works
Water and sewer availability. Stormwater management.
Curb cuts, driveways, encroachments on the public way
 - Historical Commission, if applicable.
 - Planning Commission, if applicable.
 - Fire Marshall office (Commercial: All, Residential: 3 or more units)
2. Soils Investigation Report, if applicable
3. L & I, Energy Conservation Checklist
 - RESCHECK (Residential) or COMCHECK (Commercial)
 - Supporting documentation verifying compliance.
4. Three sets of building plans
 - Signed/sealed (may be required) by a registered design professional from DE if structural work and for all commercial work.

CERTIFICATES OF COMPLIANCE

1. Pre-requisite approvals:
 - L & I Zoning Approval (may be required)
2. Three sets of building plans (may be required)
3. FMO (may be required)

DUCT WORK/HVAC/PLUMBING

1. Three sets of building plans
 - Signed and sealed by a registered design professional from DE, if commercial work.
2. Number of new registers/diffusers listed on plans.
3. All penetrations of rated construction clearly identified.
4. Fire Dampers and Smoke Detectors clearly identified.
5. Return air clearly identified.
6. Plumbing Riser Diagram
7. Gas Line Drawings

ALTERATIONS

1. Pre-requisite approvals:
 - L & I Zoning unit, if applicable
Approved site plans and approval.
 - Department of Public Works, if applicable
Curb cuts, driveways, encroachments on the public way
 - Historical Commission, if applicable.
 - Fire Marshal's office, if commercial project
 - Planning Commission, if applicable
2. Asbestos Inspection Report for commercial work including all roofing (if roofing being removed).
3. Three sets of building plans
 - Signed/sealed by a registered design professional from DE when alterations are structural, or \$25,000 or over in cost.

KITCHEN HOODS (COMMERCIAL)

1. Three sets of building plans signed and sealed by a registered design professional from DE.
 - Equipment plan provided-list equipment, BTU's
 - Hood and duct sizes and gages provided.
 - Location of ducts, fans, and termination points.
 - Exhaust and supply air quantities and velocities.
 - Fire Suppression Drawings

FIRE SUPPRESSION SYSTEMS

1. Call Fire Marshal's Office for submission requirements at: (302) 576-3120.
2. Call Department of Public Works for submission requirements at: (303) 576-3060.
3. A permit is required from L & I.

FOUNDATION ONLY

1. Pre-requisite approvals:
 - L & I Zoning unit
Approved site plans and Zoning Approval.
 - Department of Public Works, if applicable
Water and sewer availability . Stormwater management.
2. Soils and Investigation Report, if necessary
3. Three sets of building foundation plans
 - Signed/sealed by a registered design professional from DE
4. 3 sets of site plans
 - Signed/sealed by a registered design professional from DE

DEMOLITION

1. See utility sign-off application.
 - a. Public Works (302) 576-3878
 - b. Comcast 1(800) COMCAST
 - c. Verizon 1 (800) 837-4966
 - d. Delmarva Power (302) 454-0300

Note: These are general requirements for building permits. Additional information may be required as needed. See page 2 for minimum requirements for building plans.

INFORMATION/REQUIREMENTS:

Zoning (302) 576-3040

Every permit (except sprinkler, tenant fit-outs in office buildings and no change in use); New building and additions, site plan must be approved by Zoning Administrator.

Historical Commission (302) 576-3118 or 3113

All historically certified building and historic districts. (stamp application and plans)

City Planning Commission (302) 576-3100

Department of Public Works (302) 576-3060

For Streets, Water, & Sewers. Driveways, curb-cuts, Any encroachment on the public footway; parking spaces. All new construction and foundation permits (water/sewer availability; stormwater management; PNDI); Fire Suppression Permits (stamp plans with water pressure and flow information)

Fire Marshal's Office (302) 576-3120

Minimum requirements for all Building/Plan Certificate of Occupancy Permits:

All submitted building plans must meet the minimum requirements as specified

1. The plans must be professional quality and drawn to scale with scale shown.
2. The minimum sheet size must be 8½" x 11" or able to show the details clearly for review.
3. The plans must be black and white or blue prints (no pencil or free hand drawings will be accepted).
4. The plans will be double line drawings of the entire building.
5. All rooms will be labeled as to their use (e.g. bedroom, kitchen, etc.) and room size shall be shown.
6. All locations and sizes of doors, windows, stairways, corridors, etc. will be shown.
7. Ceiling types/ratings and height of all rooms will be shown.
8. Wall and partition types/ratings and locations will be identified, e.g. 8" cement masonry block wall, plaster ceilings, etc.
9. Show all structural elements, headers, floor/ceiling joists, beams, insulation, exterior wall section, roof assembly.

Minimum requirements for all Zoning:

The Application for Zoning must be completed and shall include the following information:

1. The exact address of the property to include identification of any corner location.
2. A brief description of any alterations or proposed construction.
3. The current and proposed use of the property.
4. For new construction or expansion, include site plans or survey with proposed structure denoted.
5. Any new entrance or curb cut shall be denoted on plan, as well as the location of any proposed parking area.
6. For parking lot construction, a landscaping plan must be included.
7. Flood Plain Y or N and Historic District Y or N

Once you have the materials requested, come in and file the application and plans with the Department of Licenses and Inspections. An application for Zoning and Building Permit may be filed with the Department at the following location Monday through Friday between the hours of 9:00A.M. to 4:30P.M. (Zoning unavailable between 1:00P.M. to 2:00P.M.)

CITY OF WILMINGTON
DEPARTMENT OF LICENSES AND INSPECTIONS
Louis L. Redding City/County Building
800 N. French Street
Wilmington, DE 19801
(302) 576-3030 office (302) 571-4423 fax