



The City of Wilmington

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

www.WilmingtonDE.gov

www.WilmingtonDE.gov/planreview

Fire Protection Plan Review Application

TAX PARCEL # _____		DATE: _____																															
1.	Project Name: _____ Project Address: _____ _____																																
2.	Project Description Detailed: _____ _____ _____ _____ This project <input type="checkbox"/> (does) <input type="checkbox"/> (does not) involve the installation of combustible liquid storage tanks. If so, include a tank permit form with the application.																																
3.	<table border="1"><thead><tr><th>Fee Calculation</th><th>Construction Costs</th></tr></thead><tbody><tr><td>Building</td><td>_____</td></tr><tr><td>Sprinkler System</td><td>_____</td></tr><tr><td>Fire Alarm System</td><td>_____</td></tr><tr><td>Fixed Fire Extinguisher System</td><td>_____</td></tr><tr><td>Hood</td><td>_____</td></tr><tr><td>Other _____</td><td>_____</td></tr><tr><td>Total Construction Costs</td><td>_____</td></tr></tbody></table>	Fee Calculation	Construction Costs	Building	_____	Sprinkler System	_____	Fire Alarm System	_____	Fixed Fire Extinguisher System	_____	Hood	_____	Other _____	_____	Total Construction Costs	_____	<table border="1"><thead><tr><th colspan="2">OFFICE USE ONLY</th></tr><tr><th colspan="2">DO NOT WRITE IN THIS SECTION</th></tr></thead><tbody><tr><td>.007 X _____</td><td>= _____</td></tr><tr><td>.003 X _____</td><td>= _____</td></tr><tr><td>TOTAL FEE</td><td>= _____</td></tr><tr><td colspan="2">\$150.00 MINIMUM FEE</td></tr><tr><td colspan="2">A check payable to the "CITY OF WILMINGTON" must accompany this application.</td></tr></tbody></table>		OFFICE USE ONLY		DO NOT WRITE IN THIS SECTION		.007 X _____	= _____	.003 X _____	= _____	TOTAL FEE	= _____	\$150.00 MINIMUM FEE		A check payable to the "CITY OF WILMINGTON" must accompany this application.	
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4.	Submitted By _____ State FMO License # _____ (if applicable) Firm: _____ Phone: _____ Contact Person: _____ Email: _____ Address: _____ City: _____ State: _____ Zip: _____																																
5.	General Contractor Firm: _____ Phone: _____ Contact Person: _____ Email: _____ Address: _____ City: _____ State: _____ Zip: _____																																
APPLICATION ACCEPTED BY: _____		FEE COLLECTED: _____	DATE: _____																														
PLAN(S) LOCATION: _____																																	

CITY OF WILMINGTON FIRE MARSHAL'S OFFICE

GUIDELINES FOR COMPLETING AND SUBMITTING APPLICATIONS FOR PLAN REVIEWS AND ADDITIONAL INFORMATION

A. Complete the Application: Completely fill out the "Application for Fire Protection Plan Review" form as indicated:

1. Site Sections: Project description, residential, commercial, other, must be provided.

2. Building: ☐ Tenant Renovation ☐ Addition ☐ Occupancy Change ☐ Other _____
Project Description (including the intended use of the building): _____
(Complex, Store #, or Specific Complex Identifier) _____
Number of Stories: _____ Square Footage: _____ Proposed Use: _____
Fire Protection Systems Existing: ☐ Alarm ☐ Sprinkler ☐ Hood ☐ Fixed ☐ Special Hazard
☐ Other (describe) _____
System is: ☐ New Installation ☐ Addition to an Installation ☐ Upgrade to an Installation
☐ Other (describe) _____

3. Fire Alarm Only: Type of System: ☐ Local ☐ Remote ☐ Central ☐ Proprietary
Secondary Power: ☐ Generator ☐ Batteries (24-hour) ☐ Batteries (60-hour)
☐ Other (describe) _____

4. Sprinkler Systems Only: Number of Risers: ☐ Wet ☐ Dry ☐ Deluge
Preaction Hazard Classification: _____ Total Area Protected by System _____ New: _____ Existing: _____
Flow Test: Date _____ Static _____ Residual _____ Flow _____

5. Hood Suppression Systems Only:
Type of System: ☐ Wet Chemical ☐ Dry Chemical ☐ Sprinkler ☐ Other: _____
System Description: _____
Number of Flows Required: _____ Number of Flows Available: _____

6. Special Hazard Systems Only: _____
Description: _____

7. Tanks: ☐ Flammable/Combustible Liquids ☐ LPG ☐ Other **(MUST BE PROVIDED—PERMIT REQUIRED)**
Project Description: _____

B. Responsibility: The following are responsible for submitting plans, information, specifications, etc. that are in compliance with the Delaware State Fire Prevention Regulations:

1) Applicant 2) Architect 3) Engineer 4) Owner

Approvals by the City of Wilmington Fire Marshal at the time of plan review, even if in error or omission of a specific requirement, do not relieve the aforementioned of responsibility to correct such an error or omission prior to the final inspection and/or acceptance by the City of Wilmington Fire Marshal.

If all the information requested is not provided, the application and any submitted information (plans, specifications, etc.) will not be accepted.

C. Fees: All required fees must accompany all applications and plan submittals. The application and plan submittal will not be accepted by the City of Wilmington Fire Marshal without a fee.

FOR OFFICE USE ONLY

☐ Application Complete ☐ Plans Complete ☐ Fee Paid

PLAN REVIEW FEES

The Wilmington Fire Marshal's Office charges a Fire Protection Plan Review Fee. The fee shall be paid by the submitter of the plans.

- **\$7.00** – For every \$1,000.00 of construction costs up to one million dollars (\$1,000,000.00).
- **\$3.00** – For every \$1,000.00 of construction costs in excess of one million dollars (\$1,000,000.00).
- There shall be a minimum Plans Review Fee of **\$150.00** on all plans submitted with estimated construction costs of less than **\$21,428.57**.
- If construction costs include sprinkler systems, fire alarm, fixed extinguishing systems (check all that apply), complete the application and pay the fee.

WHAT DO I NEED TO SUBMIT FOR A PLAN REVIEW?

1. Check or money order for Plan Review Fee made payable to the **City of Wilmington**.
2. Copy of Contract (showing itemized construction cost or a letter of intent on company letterhead (with authorized signature) detailing individual cost(s) per trade.
3. Copy of City of Wilmington's Business License (current year).
4. One set of drawings and specifications and, when applicable, stamped by the architect or civil engineer preparing the documents. All items shall be sent in one package. Submittals that require a seal that do not have one or have incomplete/partial submittals will be returned without being reviewed.
5. Brief description of how building is to be used.

WHEN DOES THE FEE HAVE TO BE PAID?

Fees will be required to be paid at the time of the submittal. Plans will not be processed without the fee being paid. Pre-plans review meetings can be arranged, by appointment only, to present project concept prior to the official submittal of completed design documents. The pre-review meetings should be limited to one hour, and appointments should be made one week in advance. You should allow 2 to 3 weeks for the plan review process depending on volume of work. Plan reviews are processed by date of submittal. Projects that have been granted a fee waiver shall provide a copy of the waiver with the plans application.