



# Fire Protection Plan Review Application

Wilmington Fire Marshal  
800 French Street, 3rd Floor  
Wilmington, DE 19801  
302-576-3120

[www.WilmingtonDE.gov/residents/planreview](http://www.WilmingtonDE.gov/residents/planreview)



<b>TAX PARCEL #</b> _____		<b>DATE:</b> _____																																							
<b>1.</b>	<b>Project Name:</b> _____ <b>Project Address:</b> _____ _____																																								
<b>2.</b>	<b>Project Description Detailed:</b> _____ _____ _____ _____ 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.																																								
<b>3.</b>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Fee Calculation</b></td> <td style="width: 20%; text-align: center;"><u><b>Construction Costs</b></u></td> <td style="width: 50%;"></td> </tr> <tr> <td>Building</td> <td>_____</td> <td></td> </tr> <tr> <td>Sprinkler System</td> <td>_____</td> <td></td> </tr> <tr> <td>Fire Alarm System</td> <td>_____</td> <td></td> </tr> <tr> <td>Fixed Fire Extinguisher System</td> <td>_____</td> <td></td> </tr> <tr> <td>Hood</td> <td>_____</td> <td></td> </tr> <tr> <td>Other _____</td> <td>_____</td> <td></td> </tr> <tr> <td><b>Total Construction Costs</b></td> <td>_____</td> <td></td> </tr> </table>	<b>Fee Calculation</b>	<u><b>Construction Costs</b></u>		Building	_____		Sprinkler System	_____		Fire Alarm System	_____		Fixed Fire Extinguisher System	_____		Hood	_____		Other _____	_____		<b>Total Construction Costs</b>	_____		<table style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>OFFICE USE ONLY</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>DO NOT WRITE IN THIS SECTION</b></td> </tr> <tr> <td style="width: 50%;">.007 X _____</td> <td style="width: 50%;">= _____</td> </tr> <tr> <td>.003 X _____</td> <td>= _____</td> </tr> <tr> <td><b>TOTAL FEE</b></td> <td>= _____</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>\$150.00 MINIMUM FEE</b></td> </tr> <tr> <td colspan="2" style="text-align: center;">A check payable to the "CITY OF WILMINGTON" must accompany this application.</td> </tr> </table>		<b>OFFICE USE ONLY</b>		<b>DO NOT WRITE IN THIS SECTION</b>		.007 X _____	= _____	.003 X _____	= _____	<b>TOTAL FEE</b>	= _____		<b>\$150.00 MINIMUM FEE</b>	A check payable to the "CITY OF WILMINGTON" must accompany this application.	
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<b>4.</b>	<b>Submitted By</b> _____ State FMO License # _____ (if applicable) Firm: _____ Phone: _____ Contact Person: _____ Email: _____ Address: _____ City: _____ State: _____ Zip: _____																																								
<b>5.</b>	<b>General Contractor</b> 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. 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.
3. 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.