

City of Wilmington



MICHAEL S. PURZYCKI
Mayor

PERMIT APPLICATION INTAKE REQUIREMENTS

WILMINGTON DEPARTMENT OF LICENSES & INSPECTIONS

FOR ALL PERMITS

- Building Permit Application; fill out pg. 1 & pg. 2; signed by the applicant
- 3 sets of drawings, sealed & signed by a design professional registered in the State of Delaware. Include Mechanical, Electrical, Plumbing, Gas, and Fire Protection as applicable.
- Copy of the signed contract between the licensed contractor and the responsible party
- All contractors/subcontractors must be licensed in the City of Wilmington & State of Delaware
- Comply with the Fire Marshal's requirements (*Not required at intake*)
- Approvals from all applicable City departments (*Not required at intake*)

ONE & TWO-FAMILY DWELLING REVIEW

- **New Construction Project**
 - 3 sets of drawings; structural plans to be sealed & signed by a design professional registered in the State of Delaware.
 - Lines & grades plan
 - RESCHECK
 - Mechanical/Plumbing/Electrical plans, signed & sealed by an Engineer registered in the State of Delaware; included with the architectural and structural drawings
- **Renovation/Alterations Project**
 - **Exterior Work**
 - Site Plan/Plot Plan/Survey
 - 3 sets of presentable scaled drawings including foundation plan, floor plan, sections, and elevations. Structural plans to be sealed & signed by a design professional.
 - **Interior Work**
 - 3 sets of presentable scaled drawings, including fire walls, structural walls, all framing, roofing, insulation section drawings and floor plans. Structural plans to be sealed & signed by a design professional.
 - **Roofing**
 - Manufacturers specifications of proposed materials
 - Section drawing or written description of the proposed layers of roofing

COMMERCIAL REVIEW

- **New Construction Project**
 - 3 sets of drawings, sealed & signed by a design professional registered in the State of Delaware. Include sealed and signed Mechanical, Electrical, Plumbing, Gas, and Fire Protection as applicable.
 - Lines & grade plans (survey)
 - COMCHECK
 - Soil investigation
- **Renovation/Alteration Project**
 - **Exterior & Additions**
 - Site Plan/Plot/Survey
 - 3 sets of drawings, sealed & signed by a design professional registered in the State of Delaware
 - Mechanical/Plumbing/Electrical plans, signed & sealed by an Engineer registered in the State of Delaware; included with the architectural and structural drawings
 - **Interior**
 - 3 sets of drawings, sealed & signed by a design professional registered in the State of Delaware. Including Mechanical, Electrical, Plumbing, Gas, and Fire Protection as applicable.
 - Environmental evaluation (asbestos survey); one copy submitted
 - **Roofing Work**
 - 3 sets of drawings, sealed & signed by a design professional registered in the State of Delaware; include Plan and Elevation Views of the roof.
 - Environmental evaluation (asbestos survey); one copy submitted
 - Manufacturers specifications of the proposed roofing method

DEMOLITION REVIEW

- **Exterior Work (windows, doors, façade, roofing)**

All sign offs required from the following agencies:

 - Approval from City of Wilmington Planning Department
 - City of Wilmington Public Works (Water Division)
 - Delmarva Power (gas & electric)
 - DNREC (environmental)
 - Verizon (phone)
- **Interior Work only**
 - Environmental evaluation (asbestos survey, 3-part report); 1 copy submitted

Revised 6/25/18