COMMERCIAL PLAN REQUIREMENTS

Commercial buildings, additions and renovations require two (2) sets of plans, drawn to a legible scale, from a licensed Delaware Architect/Engineer, as applicable to the scope of work, with an original raised seal and signature OR an original color wet stamp with a color contrasting signature. The color stamp and color contrasting signature may also be digital. **A site plan approved by Sussex County Planning & Zoning or the township is required to submit plans.**

The plans shall consist of all the following:

1. **Site Plans showing**-
   a. Overall dimensions and location of new structure(s)
   b. Property lines and streets or roads
   c. All structure(s) on same property
   d. Parking lot including all spaces and accesses

2. **Foundation Plans showing**-
   a. Overall size and dimensions
   b. Footing and foundation sizes
   c. All re-bar and reinforcement size and location

3. **Floor Plans showing**-
   a. Overall size and dimensions (interior and exterior)
   b. Occupancy classification
   c. All rooms labeled for intended use
   d. Location of all exit doors
   e. Location of all exit signs and emergency lighting (not applicable on floor plan, IF shown on electrical plan layout)
   f. U.L. design numbers on all fire rated assemblies or other acceptable testing firms

4. **Building Sections & Elevations showing**-
   a. All sections specifying materials (such as floors, walls, roofs & beams,) sizes and spacings
   b. U.L. designs on all fire rated assemblies (if not labeled on floor plan)
   c. Elevations of all sides
   d. Pre-manufactured, pre-engineered, pre-fabricated buildings to provide shop drawings separately with Delaware Architect/Engineer seals

5. **Additional Information**-
   a. Building Code plan review and inspection fees are based on total value of construction x .005. A minimum $120.00 fee will be charged on all projects not exceeding $24,000.00 of value.
   b. Energy compliance forms sealed by a Delaware Architect/Engineer, designed to minimum ASHRAE/IES 90.1-2010 and/or 2018 IECC shall accompany construction plans at time of submittal.
   c. Two (2) complete sets of the aforementioned plans are required to be submitted. If the project is located within the County’s sewer district, a third set will need to be provided to Sussex County’s Engineering Permits Office.
   d. Applicants must provide approval from the State Fire Marshal’s Office for all commercial projects before a County permit can be issued. The State Fire Marshal’s Office may be contacted at 302-856-5298 to obtain further information.