COMMERCIAL PLAN REQUIREMENTS

Commercial buildings, additions and renovations shall submit Delaware Architect/Engineer sealed plans, as applicable to the scope of work, to a legible scale consisting of the following:

1. **Site Plan 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 Plan showing**-
   a. Overall size and dimensions
   b. Footing and foundation sizes
   c. All re-bar and reinforcement size and location

3. **Floor Plan 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 2012 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.
Seals:
A minimum of two (2) complete sets of commercial plans are required to be submitted. If the project is located within Sussex County’s sewer district, a third set will need to be provided to the Sussex County Engineering Permits Office. All Commercial Plans and any supporting documentation (i.e. calculations, Com Check) for the plans must be from a licensed Delaware Architect and/or licensed Delaware Engineer with their stamp/seal and signature on all report pages.

A minimum of one set of plans and any supporting documentation must have the following:
- All pages of the plans and supporting documentation must be stamped/sealed and signed.
- The plans and supporting documentation must have an original “wet stamp” seal and signature, a raised stamp/seal and signature, OR be an original colored PDF version of a stamp/seal with a color contrasting signature.
- Each stamp/seal must have a color contrasting signature by the Delaware architect or engineer.
- No photo copies will be accepted to replace an original “wet stamp” seal and signature, a raised stamp/seal and signature or an original colored PDF version of a stamp/seal with a color contrasting signature.

Codes:

Site Plan:
Per the attached Commercial Plan Requirements sheet, provide an approved Sussex County site plan (or the local municipality approved site plan if project is within their zoning limits). The site plan is to be drawn to scale AND must minimally include: all property lines, outline and labeling of existing and proposed buildings and structures, actual distances between buildings, actual distances between buildings and the property lines (setbacks) and parking lot spaces and accesses.

Fees:
The Building Code plan review & inspection fee is based on the total value of construction X .005 (or the minimum fee of $120.00). This fee is required to be paid at the time of print submittal.

The Permit fee is paid when the building plans have been approved by Building Code. This fee is calculated by the Permit Department (302-855-7720) and payable when the approved plans are ready for pick up from the Building Code office.

- All fees may be paid by cash, check (payable to Sussex County Council) or credit card (subject to a credit card processing fee).
- Plan submittal and pick up is Monday – Friday, 8:30 am – 4:00 pm (excluding holidays).

Additional Plan Submittal Information Needed:

1. The OFFICIAL name/title of the project
2. The Tax District, Map & Parcel number
3. Cost of construction
4. DETAILED DESCRIPTION of the scope of work to be done
5. Contact person: Name
   Phone number
   Fax number
   Email address
OTHER AGENCIES TO CONTACT:

OFFICE OF STATE FIRE MARSHALL
22705 Park Avenue
Georgetown, DE 19947
302-856-5298
Fax: 302-856-5800

Use of all crossings / entrances onto NON-STATE MAINTAINED highways, streets or roads and within a local jurisdiction town / city limits contact:
the local municipality having road jurisdiction.

Use of all crossings / entrances onto STATE MAINTAINED highways, streets or roads contact:

DEL-DOT ENTRANCE PERMIT APPLICATIONS
Bill Kirsch
Entrance Permit Supervisor, South District
Delaware Department of Transportation
23697 DuPont Highway
Georgetown, DE 19947
(P) 302.853.1342
(F) 302.856.5925
William.kirsch@state.de.us

Final INSPECTION approval documentation/paperwork from the State Fire Marshall Office and DelDot must be received into the Sussex County Building Code Office before a final inspection by Sussex County.

AS OF 01/01/17 SUBMIT ALL COMMERCIAL PLAN PLUMBING APPLICATIONS TO:

DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC HEALTH
Office of Engineering
43 South DuPont Hwy.
Dover, DE 19901
302-741-8640
Fax: 302-741-8641

Regulations & inspections for electrical installations are governed by the Delaware State Fire Marshal's Office and the Delaware State Electrical Board. For more information call: (302) 856-5298 (Fire Marshal's Office) or (302) 744-4500 (Electrical Board).