



**CODE ENFORCEMENT DIVISION
CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711
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GUIDE TO BUILDING PERMITS

INTRODUCTION:

Welcome to the Newark, Delaware Planning and Development Department Code Enforcement Division's Guide to Building Permits. If this is your first time applying for building permits in Newark we welcome you to our community. If you have already done business with the City and are looking for any updates, welcome back!

Our goal is to make this process as easy as possible for you our customer while at the same time ensuring we are in compliance with all federal, state and local regulations. In order for us to ensure that your building permit process goes smoothly, whether you are remodeling your home or building a major commercial project, we will work closely with you or your contractor. Our task is to help your project meets your goals while, at the same, comply with nationally recognized building code standards.

One of the best ways to have an outstanding experience with the City during your building permit review process, is to review this guideline, ask any question you may have and to submit all required materials in a timely manner. We will do whatever we can to assist you and make sure you are satisfied with or services throughout the construction review and approval process.

DEPARTMENTAL ORGANIZATION

The Planning and Development Department is organized on a divisional basis. The Code Enforcement Division and the Planning Division will be, by and large, your direct contact for building permits, certificates of occupancy, sign permits, and other building activities. The Planning Division primarily responsible for zoning and subdivision review. Either Division, however, stands ready to assist you through the development review process.

CODE ENFORCEMENT DIVISION HOURS OF OPERATION

Code Enforcement Division personnel are available between the hours of 7:30 am – 5:00 pm, Monday through Friday except for holidays. Questions can be answered throughout the day during normal business hours in person, by phone by e-mail or regular mail. Our contacts are:

City of Newark
Code Enforcement Division
220 South Main Street
Newark, DE 19711

Our phone number is (302) 366-7000.
Our fax number is (302) 366-7098.
Our web address is www.newarkde.gov

BUILDING PERMITS

BEFORE YOU START

Prior to you submitting for a building permit you should contact the Planning Division to determine the following:

- What is the zoning of your property?
- Is the use proposed permitted in your zoning district?
- What are the required building setbacks? (front setback; side yard; rear yards; etc.)
- Is the project located in the floodplain?

Some useful tips as you go through the Code Enforcement Division Building permit process:

- Please consult as early as possible with the Code Enforcement Division regarding your project.
- Ask whether it is necessary to hire a design and/or engineering professional.
- For a larger project, be sure to designate a Project Contact Person who will be fully responsible for coordinating your project with the Code Enforcement Division.
- Review all applicable Codes and Ordinances and submittal requirements prior to preparing your proposal. All Codes and amendments are available for review in the Code Enforcement Division and the City's website at www.newarkde.gov.
- Once you are ready to submit, make sure you complete in full the application form including all the items noted below in our building permit checklist. We cannot accept incomplete applications.
- If possible please call ahead [302-366-7000] for appointments with the Code Enforcement or Planning Division Staff.
- Be sure to plan your construction schedule carefully and early. Take in to account winter and potential inclement weather conditions. It certainly helps to discuss construction scheduling with the Code Enforcement Division Staff.

REQUIRED ITEMS FOR WHICH BUILDING PERMITS ARE NECESSARY

The following types of construction always require building permits:

- New Construction
- Additions
- Alterations
- Tenant Fit Out
- Change of Occupancy
- New Electrical Work or Electrical Alterations

- New Plumbing or Plumbing Alterations
- New HVAC or HVAC Alterations
- All Structural Repairs or Alterations
- Swimming Pools, Spas, Hot Tubs
- Garages, Attached or Detached
- All Storage Sheds
- Fencing
- Decks
- Sidewalks and Driveways
- Roofs, New or Re-Roof
- Finishing of Basements on Similar Locations
- New/Replacement Steps
- Commercial Kitchen Equipment & Hood Systems
- Fire Suppression Systems
- Fire Alarm Systems
- Under Ground Fire Line Installation/Replacements
- Sewer/Water Line Installation/Replacements

ITEMS LISTED BELOW DO NOT REQUIRE BUILDING PERMITS

The following items do not require a building permit:

- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
- Pre-fabricated swimming pools less than 24 inches deep.
- Accessory playground equipment in a single family dwelling.
- Other items may also not require a building permit; please consult the Code Enforcement Division to ascertain if a permit is required.

ADOPTED BUILDING CODES

City of Newark Code Enforcement Division bases its building permit review and inspection criteria on the following 2012 International Code Council Codes Series with amendments:

- International Building Code
- International Existing Building Code
- International Residential Code
- International Mechanical Code
- International Fuel Gas Code
- International Plumbing Code
- International Energy Conservation Code

The Codes amendments to the above Codes are available for review in the Code Enforcement Division or on line at the City's website at www.newarkde.gov.

OBTAINING A BUILDING PERMIT:

To obtain a building permit you must submit a completed application, with the other required submittal information from the building permit check list below depending upon the size and type of work to be completed. Applications are available in the Code Enforcement Division or at the City's website www.newarkde.gov.

BUILDING PERMITS CHECKLIST

For Residential, [New Home Construction and Additions]:

- Completed Permit Application
- Site plan prepared by a Civil Engineer or Surveyor [or your existing property survey showing the location of the construction to scale on the plan] – no fax copies accepted
- Two copies of construction drawings must be submitted
- Signed contract or proposal

For Decks and Patios:

- Completed Permit Application
- Site plan prepared by a Civil Engineer or Surveyor [or your existing property survey showing the construction to scale] – no fax copies accepted
- Two copies of construction drawings must be submitted
- Signed contract or proposal

For Sheds, Detached Garages and similar accessory residential buildings:

- Site plan prepared by a Civil Engineer or Surveyor [or your existing property survey showing the construction to scale]
- Two sets of construction drawings must be submitted
- Signed contract or proposal

For New Commercial and Industrial buildings and additions to existing structures:

- Signed contract or proposal
- Two sets of **sealed** drawings must be submitted
- Site plan prepared by a Civil Engineer or Surveyor [or your existing property survey showing the construction to scale]
- Construction plans prepared by a licensed architect for interior renovations
- Construction plans for the proposed work
 - For plumbing Renovations: Construction plans/Riser diagrams
 - For Mechanical Renovations: Equipment proposed & associated venting, gas piping or ductwork alterations
 - For Electrical Renovations: Electric Plans

BUILDING PERMITS REVIEW PROCEDURE

Most projects will be reviewed and approved as described below:

- When you submit your building permit application and supporting materials to the clerical staff at the first floor of the Code Enforcement Division your project will be categorized as to the type and scope of the permit and inspections required. In addition, the office staff will review the materials submitted to determine if all required information has been provided along with the appropriate fees.
- Your permit is then assigned to a Code Enforcement Officer who will review the plan and the supporting materials and will be assigned to help you “walk through” the permit review process. This inspector will also inspect the site and will be responsible for your project from start to finish.
- Once the inspector has reviewed the material and verified the assignment of an occupancy type and construction type of the proposal, your plans are then forwarded to the relevant City operating departments, including the Code Enforcement Division’s Fire Protection Specialist. [See Fire Safety below for Fire Safety Requirements on page 9]. Depending on the scope and size of the project, the inspector with the assistance of the Code Enforcement Supervisor, will decide which (if any) departmental reviews will be required.
- Individual departmental reviews are then completed in terms of each department’s codes and specifications. Departments restrict their reviews solely to items within their area of responsibility.
- Once the permit is approved, the office staff will either contact you via phone or email (at the number or email you supply). You will pay and pick up the permit at Customer Service. All approved plans are picked up in the Code Enforcement Division. You must have a copy of the approved plans at the project site.

CONSTRUCTION AND INSPECTION SCHEDULE

Once you have received your permit you or your contractor can begin construction.

During the construction process inspections are required as follows [only the inspections relevant to your project]:

- Footings/piers – prior to the installation of concrete
- Foundation wall preparation for poured concrete walls
- Foundation wall construction for masonry walls
- Water Proofing – prior to backfill
- Perimeter drain
- Underground piping
- Slab preparation and vapor barrier – prior to installation and concrete
- Approval of As-Built Foundation Survey is required at this point. Prior to framing.
- Rough electric verification
- Rough sprinkler piping and fire alarm wiring
- Rough plumbing
- Rough mechanical equipment and ductwork
- Framing and Fire Stopping
- Insulation

Items listed below are required to be completed prior to issuance of Certificate of Completion or Certificate of Occupancy:

- Final electric verification
- Final plumbing
- Final mechanical
- Final grading and seeding
- Final inspection prior to Certificate of Completion being issued
- Final fire alarm/sprinkler testing
- Final building/Certificate of Occupancy inspection
- Site As-Built for Certificate of Occupancy