



**CODE ENFORCEMENT DIVISION
CITY OF NEWARK**

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7098 · www.cityofnewarkde.us

**PLANNING AND DEVELOPMENT DEPARTMENT
CODE ENFORCEMENT DIVISION**

GUIDE TO FIRE AND SPRINKLER PERMITS

INTRODUCTION:

Welcome to the Newark, Delaware Planning and Development Department Code Enforcement Division's Guide to Fire and Sprinkler Permits. If this is your first time applying for a fire or sprinkler permit 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 permit process goes smoothly, we encourage you to work closely with us and 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 fire or sprinkler 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 our 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.cityofnewarkde.us

FIRE PROTECTION PERMIT REVIEW

General Site Plan Submittal

A Fire Site plan shall be provided in all construction improvement plans or civil drawing packages. The purpose of the Fire Site Plan is to provide a plan for the City of Newark Fire Protection Specialist and the fire department to review access and the fire protection features of your project. Site access and water supply to the project shall comply with Chapter 5 of the International Fire Code (IFC) and the Delaware State Fire Prevention Regulations. At a minimum, the following items shall be included in the Fire Site Plan:

1. Name of the building or subdivision
2. Plan date
3. Full address
4. Owner's name and address
5. Design Professional's name and address
6. Applicant's name and address
7. Intended use of building or buildings
8. Name of water supplier
9. Location of all fire hydrants
10. Location and diameter of all water mains supplying fire protection water
11. Maximum height of the building
12. Proposed building construction
13. Location of any fire lanes, their markings, and their widths
14. A plan notes stating "All fire lanes, fire hydrants, and fire department connections shall be marked in accordance with the State Fire Prevention Regulations."
15. Preliminary Fire Sprinkler Form

*Note: When submitted plans include a townhouse or row house configuration, the following additional information shall be included:

1. A plan notes stating how these townhouse or row house units are to separated
2. A cross section plan of a fire barrier walls indicating its construction and hourly fire rating
3. The above required fire barrier wall shall be listed by a testing laboratory meeting the requirements of Regulation 701, Chapter 5 of the Delaware State Fire Prevention Regulations, and such information shall be included on the plan.

Fire Sprinklers

All commercial and residential structures constructed after 2002 require an automatic fire sprinkler system to be installed. A separate permit is required for the installation of these systems. Automatic fire sprinkler systems are required to be designed and submitted to the Fire Protection Specialist by a State of Delaware Licensed Fire Protection Contractor. For a list of these contractors, please visit the Delaware State Fire Marshal's (DSFMO) Website. Automatic fire sprinkler systems shall be designed in accordance with Chapter 9 of the International Fire Code (IFC) and NFPA 13.

At a minimum, the following items shall be included in an automatic fire sprinkler submittal.

- Water supply information must be provided by the Water and Waste Water Department, and is available by calling (302) 366-7000. The water supply information must be current, and cannot exceed one (1) year previous to the submittal date of the drawing.
- Two copies of submittal documents and drawings, signed by a DSFMO licensed individual.
- Fire Protection System Form
- All hydraulic calculations shall have a minimum of a 10 psi safety factor.
- Backflow prevention shall be provided at the connection of the sprinkler system to the underground fire line. Reduced Pressure Zone (RPZ) backflow preventers shall be required on antifreeze systems.
- One and Two family dwellings - Garages with living spaces above the garage are required to be sprinkled. The entire garage must be sprinkled.

Underground Fire Line

A separate permit issued by the Fire Protection Specialist is required for the installation of the underground fire line. Separate inspections and testing are required prior to connection with the automatic fire sprinkler system. Underground fire lines shall be designed in accordance with Chapter 9 of the International Fire Code and NFPA 24

At a minimum, the following items shall be included on an underground fire line submittal:

- The underground water line shall start from the point of connection with the public water supply, and terminates at a point one (1) foot above finished floor (a.f.f.) inside the structure. If a water tank is provide, the underground water line will be considered all piping that connects the water tank to the automatic fire sprinkler system.
- Two copies of the plan must be submitted.
- Pipe type shall be in conformance with the City of Newark Water and Waste Water Department specifications.

Fire Alarm Systems

A separate permit issued by the Fire Protection Specialist is required for the installation of a fire alarm system. The fire alarm system is required to be designed and submitted to the Fire Protection Specialist by a DSFMO licensed contractor. For a list of these contractors, please visit the Delaware State Fire Marshal's Office (DSFMO) Website. Fire alarm systems shall be designed in accordance with Chapter 9 of the International Fire Code (IFC) and NFPA 72.

At a minimum, the follow items shall be included on the fire alarm submittal.

- Two copies of submittal documents and drawings, signed by the DSFMO licensed individual responsible for the plans.
- Fire Protection System Form
- A minimum of two phone lines are required for all fire alarm system installations or UL Listed and Approved means of communication.

Other Installations Needing Permits

A separate permit is issued by the Fire Protection Specialist for the following equipment installations. Where applicable, two copies of the plans are required to be designed and submitted to the Fire Protection Specialist by a Delaware State Fire Marshal's Office (DSFMO)

licensed contractor. If you have any questions, or would like clarification regarding any of these installations, please contact the Fire Protection Specialist [302-366-7000].

- Kitchen hood systems (Wet, Dry Chemical...etc.)
- Special hazard systems (Halon, R102, CO2...etc)
- Fire pump
- Standpipes
- Hazardous chemical storage
- Flammable or combustible liquids
- Paint spray booth or dip tanks
- All gas systems or storage
- High piled storage (storage exceeding 12 feet)
- Above ground storage tank
- Underground storage tank
- Industrial ovens

Fire Safety Permit

A separate permit is required for activities that involve the use of open flame, temporary change of use, open public gatherings, fireworks, hot work, carnival rides, or the installation of a temporary fabric or membrane structures. In order to attain a permit, a separate application must be filled out which includes a description of the activity as well as a site drawing of the area if applicable. Based upon the information submitted, additional requirements may be imposed by the Fire Protection Specialist in accordance with local codes and ordinances. Fire Safety Permits shall be applied for 20 days prior to the event. The following is of items list that will require a fire permit;

- Installation and/ or Operation of a tent greater than 400 square feet.
- Open Flame Cooking
- Food Trucks and Trailers
- Temporary Change of Use of a property
- Fireworks
- Hot work
- Flame Effect Performance
- Open Burning

Please contact the Fire Protection Specialist at 302-366-7000, regarding other items that may require a fire permit.