



**CODE ENFORCEMENT DIVISION**  
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7098 · www.newarkde.gov

## Fire Safety Business Registration

Pursuant to Municipal Code of the City of Newark businesses must register with the City of Newark Code Enforcement Division, Office of the Fire Marshal. **It is the responsibility of the business owner to complete and submit this registration form within 15 business days of the opening date of the business.**

<b>Business License #</b>		<b>Date Filed:</b>	
<b>BUSINESS OWNER INFORMATION</b>			
Business Name		Hours of Operation	
Business Mailing Address			
Business Telephone	Business Fax	E-Mail	
Business Type <div style="display: flex; justify-content: space-around;"> <span>Corporation</span> <span>Partnership</span> <span>Individual</span> <span>Other</span> </div>			
<b>Do you own the building or are you a tenant?</b>		Own	Lease
<b>BUILDING OWNER INFORMATION</b>			
Building Owner's Name		Building Owner's Telephone	
Building Owner's Address			
<b>BUILDING INFORMATION</b>			
Street Address			
Parcel	Elevator	City: NEWARK	County: New Castle
Square Footage	# of Stories	Attic	Basement
<b>Occupancy Load</b>			
Please describe your use/occupancy of this building/business:			

# Fire Safety Business Registration

*Continued page 2 of 2*

<b>ALARM INFORMATION</b>					
<b>Fire Alarm System:</b>	Yes	No	Battery	Hardwired	Monitor
<b>Suppression System:</b>	Yes	No	<b>Sprinkler System:</b>	Yes	No
<b>EMERGENCY CONTACT INFORMATION</b>					
Name			Phone Number		
1.					
2.					
3.					
<b>CERTIFICATION</b>					
<b>I certify that all statements and information submitted are true.</b>					
Signature			Date		
Print Name and Title					

## **Examples of Occupancies that Require an Annual Fire Registration**

1. Hotel and Motels
2. Eating and Drinking establishments under 49 in which alcohol can be consumed
3. Eating and Drinking establishments over 49 people
4. Recreation Centers and Multipurpose Rooms
5. Repair Garages and Service Stations
6. Dry Cleaners
7. Retail Stores and Other Mercantile over 8,000 sq. ft.
8. Factories and Warehouses
9. Motion Picture Theaters
10. Amusement Buildings
11. Lumber Yards and Woodworking Plants
12. Fraternities, Sororities and Rooming/Boarding Houses
13. Compressed Gases
14. Storage of Combustible liquids or gases
15. Mobile Food Trucks

If you have any questions, please contact 302-366-7000 ext. 2061 or email [dtynan@newark.de.us](mailto:dtynan@newark.de.us)