



City of Dover

Public Services

<http://www.cityofdover.com/>

302-736-7010, 7011, 4457

Residential Plans "General Information"- New construction, and Alterations

- For New 1 and 2 Family Dwellings on single lots, submit 2 paper sets of plans (sealed) and sized at 24" X 36" minimum + 1 set in pdf format on CD/Flash Drive (for archive only). Residential "Developments" for 1 and 2 Family Dwellings require submission of 2 complete "Master" sets of sealed drawings, 24"X36" minimum + 1 set in pdf format on CD, Note that 2 copies of separate plans sized at 11" X 17" are required for each permit application inclusive of the plot plan, geo-tech report, Kent Conservation plan application etc... Planning and Zoning approval of the Site Plan / Plot Plan is required before the release of Architectural Drawings for construction. Drawings must be submitted along with a building permit application(s). Contact Planning and Zoning for Site Plan approval and due process Requirements.
- For smaller residential projects, (2) complete sets of drawings (+ 2 copies of the plot plan) are required for additions, renovations, decks, accessory structures etc... along with a Building Permit Application. *Smaller residential projects that may not require "sealed design plans" require 2 copies of the drawing(s) that clearly define the proposed work, materials, structure, measurements etc...(see R106.1 below).
- R106.1 Submittal documents. Submittal documents consisting of *construction documents*, and other data shall be submitted in two or more sets with each application for a *permit*. The *construction documents* shall be prepared by a registered *design professional* where required by the statutes of the *jurisdiction* in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a registered *design professional*.
- **Exception:** The *building official* is authorized to waive the submission of *construction documents* and other data (pdf CD) not required to be prepared by a registered design professional **if** it is found that the nature of the work applied for is such that reviewing of *construction documents* is not necessary to obtain compliance with this code.
NOTE: The exception is intended for smaller projects i.e. decks, sheds and small alterations...however in certain circumstances and "where special conditions exist i.e.(Fire Damaged and or Dangerous buildings), the building official is authorized to require additional construction documents to be prepared by a registered design professional." The exception is not intended for Single Lot construction of 1 and 2 family dwellings, Residential Developments, Substantial Alterations or Changes in Occupancy that may affect life safety, the building codes or zoning ordinances.

Other pertinent information including and not limited to:

- **Site / Civil plans submission to Planning and Zoning / Public Utilities**
- Kent Conservation Permit (if land disturbance is more than 2,500 sq. ft.)
- State of Delaware Realty Transfer Tax Declaration for Building Permit (if over \$10,000)
- State of Delaware Division of Revenue Statement for Building Permit (if under \$10,000)

- **Design professionals must have an active City of Dover *business license* in addition to State License requirements.**

- **Contact DNREC (Dover-302.739.9402) for home owner and or contractor guidelines regarding asbestos removal and disposal for alterations / renovations.**

- **Engineer's reports are required inclusive of and not limited to Dangerous Structures or Structures damaged by Fire.**

PLEASE ALLOW UP TO FIFTEEN (15) BUSINESS DAYS FOR REVIEW OF THE PLANS and PERMIT APPLICATION. Plans Review time is tentative, subject to the amount of work proposed and contingent upon Site Plan submission and approval.

If applicable, the applicant is responsible for providing a documented fixture count (old vs new) for any credit toward impact fees prior to C/O or Building Final approval. Contact City of Dover Public Works for details at 302-736-7026.

The temporary use of streets or public property for the storage or handling of materials or of equipment required for construction or demolition, and the protection provided to the public shall comply with ordinance provisions of the authority having jurisdiction and compliance with the IEBC. Contact City of Dover Public Works at 302-736-7026 regarding dumpsters, site trailers etc...

APPLICABLE CODES

IRC- International Residential Code- 2009/2018 Plumbing Code + DE Amendments

IPC – International Plumbing Code- 2018 + Delaware's Amendments

IMC- International Mechanical Code- 2018 + Delaware's Amendments

IFGC- International Fuel and Gas Code- 2018 + Delaware's Amendments

IECC- International Energy Conservation Code- 2018 + DE Amendments (DNREC)

IEBC- International Existing Building Code- 2009

Contact The Division of Professional Regulation for electrical code, permit and inspection agencies information.(302) 744-4500, e-mail to: customerservice.dpr@state.de.us.

- **CALL AN APPROVED UTILITIES LOCATING SERVICE BEFORE YOU DIG!**

***Existing “City of Dover” utilities to be disconnected / connected or abandoned in place must be done in accordance with Dover City ordinances and specifications. The same must be inspected and approved by the related Public Utilities Department authorized personnel prior to backfill (Public Utilities -302.736.7070).**

***Other private utilities to be disconnected / connected or abandoned in place are to be performed per the respective Utility Company requirements / related codes.**

Permits Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done shall first make application to the building official and obtain the required permit. Permit information must be completed and inclusive of:

Use Group- (Single Family Dwelling, Duplex, Addition, Deck.....?)
Type of Construction- (New, Existing with Alteration, Fire Restoration.....?)
Square Footage – (?)
Occupant Load – (?)

THE GENERAL CONTRACTOR, OWNER AND OR OWNER’S AGENT IS REQUIRED TO PROVIDE A LIST OF SUBCONTRACTORS.

ALL TEMPORARY OFFICE AND STORAGE TRAILERS MUST BE LICENSED. ALL CONTRACTORS MUST HAVE A BUSINESS LICENSE FOR BOTH THE STATE OF DELAWARE AS WELL AS THE CITY OF DOVER.

Please remember to coordinate and sequence your required inspections both during the construction and for final inspection upon completion of your project. A “general” list is provided upon the last page of this document, please use what applies to your specific scope of work.

Residential Inspections

Description

INSPECTIONS REQUIRED: This is a general list which may vary depending on the proposed scope of work, it is the applicant's responsibility to confirm and schedule inspections as needed ahead of schedule.

Footing

Foundation (prior to back fill)

Pre-slab inspection (after plumbing underground inspection)

Electrical Rough-3rd party inspection not performed by City of Dover - must be Inspected / approved by an authorized agency.

Plumbing Rough

Mechanical Rough

Plumbing / Mechanical Inspections may be scheduled together-allow 1 hour min.

Frame- *after electrical, plumbing and mechanical inspections are approved and before insulation / concealment.

Flashing Inspection- prior to exterior wall covering (siding, brick etc...)

Insulation (Pre-Drywall)

Final Inspections required for C / O

Final Electric-Before Building Final

Final Plumbing- Before Building Final

Final Mechanical- Before Building Final

Plumbing / Mechanical Inspections may be scheduled together, allow ½ hr minimum per inspection

Final Kent Conservation

Final Public Utilities

Final Planning and Zoning

Smoke Detection Devices and Carbon Monoxide Alarms

Building Final – C/O Inspection

*All residential inspections require ½ hour minimum.

City of Dover Ordinance Sec. 22-65. Permit fees.

(h)-Re-inspections. There will be no charge for the first re-inspection of a permit. The applicant shall pay the sum of \$25.00 for the second re-inspection, \$50.00 for the third re-inspection and \$100.00 for any subsequent re-inspection.



City of Dover Residential Plans – Construction Details

FOUNDATION (NEW/EXISTING)

- Wall thickness (block or poured wall)
- Footing Size(s) or Slab and mud slabs
- Full Basement, crawl, split etc.
- Pier or column footing sizes / spacing
- Vents and locations
- Girders and locations
- Sill Plate and anchoring
- Access opening
- Typical Cross Sections, include foundation drain, damproofing, sump

FLOOR PLAN

- Total Building Size + Finish Floor El.
- Room Dimensions
- Window and Door Sizes (Egress)
- Attic Access
- Smoke Detectors
- Carbon Monoxide Alarms
- Mechanical (HVAC)
- Plumbing Fixtures

CROSS SECTIONS

- House
- Garage
- Porch
- Deck
- Lumber Sizes, spacing, specs for floors, walls, ceilings
- Roof Pitch and materials (sheathing/felt/ice shield)
- Headers, LVLS, Microlams, Wall bracing
- Insulation
- Garage Floor
- Final Exterior Grade / Slope

PLOT, PLAT AND OR SITE PLAN

Contact Planning / Zoning for specifics

EXTERIOR ELEVATIONS

Front, sides & rear, structure and fin grades

Please note the following as well!
"Res/check" compliance report is required!
Wall Bracing Plans and Details!
Flood Plane Compliance (where applicable)

Emergency shutoff switch required for certain appliances. City Ordinance Sec. 22-104

Whenever an application for inspection is required under the terms of this article for electrical wiring and apparatus to be done in connection with a gas or oil burner installation in any existing building or structure or in the construction, reconstruction, alteration or repair of buildings or structures, there shall be installed an emergency shutoff switch, with a red plate thereon marked "oil burner" or "gas burner," as the case may be, at the entrance to the basement or heating room. (Ord. of 10-23-1972, § 8; Code 1981, § 5-34)

R314.1 **Smoke detection and notification.** All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.

R315.1 **Carbon monoxide alarms.** For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in *dwelling units* within which fuel-fired appliances are installed and in dwelling units that have attached garages.

R315.2 **Where required in existing dwellings.** Where work requiring a *permit* occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms shall be provided in accordance with Section R315.1.

R315.3 **Alarm requirements.** Single station carbon monoxide alarms shall be listed as complying with UL 2034 and shall be installed in accordance with this code and the manufacturer's installation instructions.

