

**CITY OF NEWARK
DELAWARE
BUILDING DEPARTMENT**

DATA REQUIRED FOR BUILDING PERMIT PROCESSING

- A. Two (2) complete sets for residential and three (3) complete sets for commercial of construction plans, sealed by the appropriate professional, (1) set of architectural plans for building inspector and (1) set of architectural plans for the fire marshal, which must include the following:
1. Architectural Drawings
 2. Structural Drawings
 3. Mechanical, Electrical and Plumbing Layouts – Including Riser Diagrams
 4. Indicate Use Group Classification, Type of Construction and Provide the Design Occupancy Load
 5. Fire Protection Drawings (If Applicable)
- B. Twelve (12) site plans (for new construction requiring address assignment) which must include the following:
1. Number of Parking Spaces and Dimensions
 2. Total Square Foot Area of Lot
 3. Total Square Foot Area of Building
 4. Percent of Lot Coverage by Building
 5. Setbacks: Front, Rear and Side
 6. Sidewalks – Proposed or Existing
 7. Water and Sewer Laterals
 8. Fire Lanes Proposed/Accessibility Provided
 9. Seven (7) site plans required for existing building additions and garages showing setbacks only.
- *SEVEN (7) AS-BUILT DRAWINGS WILL BE REQUIRED WHEN FOUNDATIONS ARE PUT INTO PLACE.**
- C. The following information may be required. Contact the Building Department before application.
1. Flood Plain Data (If Applicable)
 2. State Highway Permit Status (If Applicable)
 3. Landscape Screening
 4. Topographical Data
 5. Storm Drainage with Hydrological Data
 6. Entrance and Exits
 7. Total Area of Open Space
- D. Alterations and/or Additions to Existing Structures:
1. Submit Height, Area, Use Group Classification and Type of Construction for the Existing Building.