

# City of Wilmington



**MICHAEL S. PURZYCKI**  
Mayor

March 7, 2019

## **2019 Wilmington Fire Marshal Operational Changes**

To Whom It May Concern:

During the 2017 Fiscal Year, The City of Wilmington conducted an audit requiring all licensed alarm/suppression contractors that conducted business in the City of Wilmington, to submit a copy of all 2016 Certificates of Inspections and proof of payment.

Recently, the City of Wilmington's Audit Department has shared their findings with the Wilmington Fire Marshal's Office (FMO), which has prompted some significant changes that will be implemented in the 2019 Calendar Year; affecting all contractors. The changes that will be implemented immediately are as follows:

- All inspection companies performing installations, repairs, and certificates of inspections will be required to submit one (1) time per calendar year; a copy of their City of Wilmington Business License and information regarding their wage tax withholding account. Companies not familiar with this process may contact the City of Wilmington Business License Office at (302) 576-2418.
  - Licensed companies found to be operating within the City of Wilmington without a business license or wage tax account may face penalties from the Finance Department.
- The Wilmington FMO will be moving forward with electronic submittals of all certificates of inspection. Each inspection company will be required to register and submit all certificates of inspections for the City of Wilmington electronically. All companies will be billed by the City of Wilmington FMO monthly for their certificates of inspections tentatively starting July 1, 2019. Once all legislation has been updated a formal notification will be sent to all companies operating within the State of Delaware on the procedure, timeline, and reporting requirements for certificates of inspections.
- Important inspection data is being circumvented on inspection reports. Inspection reports were being submitted without property addresses, inspection company information, inspector numbers, illegible handwritten inspection forms, and improper addresses submitted on inspection documents.
- With the implementation of electronic submittals all documents will have a **mandatory field** for parcel number all **City of Wilmington Properties Start with Parcel Number "260"**. Parcel numbers will ensure that addresses and alarm/suppression systems are being sent to the right

- authority having jurisdiction. In addition to parcel numbers, business name, business number, owner name, fire Inspection Company information will be mandatory. (Those not familiar with parcel number search engine) can Google "New Castle County Parcels", or go to [www3.nccde.org/parcel//search](http://www3.nccde.org/parcel//search) and follow the online instructions to get parcel numbers or contact New Castle County Parcels Department at (302) 395-5452 or (302) 395-5484.

Licensed inspection companies are encouraged to review the Mobile Eyes website. Mobile Eyes is the electronic platform that will be used by the City of Wilmington at <https://www.mobile-eyes.us.com/product/contractor-portal/>.

Sincerely,

James R. Jobs  
Deputy Chief Fire Prevention  
City Fire Marshal  
Wilmington Fire Department  
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