



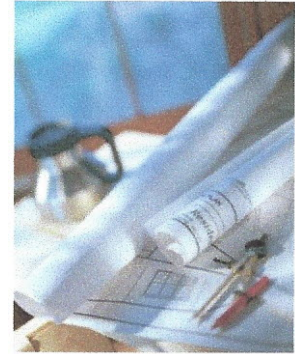
Procedure for Plan Submittal

The Fire Marshal's Office reviews plans submitted through the Building Department for compliance with fire and life safety code requirements. The following is a list of the types of items which The Fire Marshal's Office will evaluate during building plan review:

- Allowable area and height requirements of IBC
- Means of egress in accordance with the requirements of LSC (occupant load, exit requirements and locations, exit component requirements, travel distances, dead-end conditions, etc.)
- Door swings, door widths, corridor widths, etc. in accordance with the requirements of LSC
- Fire door and exit door hardware (including panic hardware, latches, locks, self-closing devices) on schedule
- Interior finish information in accordance with the requirements of LSC
- Proper illumination, emergency lighting, and exit signage in accordance with the requirements of LSC
- Protection of hazardous areas (fire-rated construction, sprinklers, etc) in accordance with the requirements of both IBC and LSC
- Protection of vertical openings in accordance with the requirements of LSC
- Fire-rated wall and floor/ceiling assembly details to be used on project (Complete installation details by Underwriter's Laboratory or other approved fire stopping detail must be provided on plan. If equivalent fire-rating methods per IBC are to be used, information must be shown on plan.)
- Wall penetration details for fire-rated assemblies must be shown on plan in addition to appropriate protection of duct penetrations (fire dampers or other approved method)
- Draft stopping details where necessary
- HVAC system specifications, including CFM, BTU, KW information as well as proper identification of duct smoke detectors where necessary.
- Where applicable, information regarding commercial cooking hood and suppression system (if required). For additional information,
- Other special requirements based on occupant operations which may need to be addressed include:
 - Storage of flammable and combustible liquids and hazardous commodities
 - Special manufacturing processes including cutting, welding, spraying of products
 - Configuration of high-piled storage areas
- **Sprinkler System and Alarm System** plans, if required for type of project, may be submitted separately for review. This should be noted on plan. The Fire Marshal's Office encourages submittal of sprinkler and fire alarm plans with building plans if possible.

Plan Submittal:

- All submittals must be submitted through [The Building Department](#). (Buildings over 5000 square feet in size or buildings with a daycare, educational, or institutional occupancy, must submit drawings signed and sealed by a licensed architect or engineer registered in Georgia.) Any building or occupancy type that falls under The State Fire Marshal's Office you are required to submit plans to their office as well.



Building and Occupancy Types under State Fire Marshal's Office jurisdiction.

- Buildings or structures more than three stories in height:
- Any building three or more stories in height and used as a residence by three or more families, with individual cooking and bathroom facilities for each family:
- Any building in which there are more than 15 sleeping accommodations for hire, with or without meals but without individual cooking facilities;
- Any building or group of buildings which contain schools and academies for any combination of grades one through 12 having more than 15 children or students in attendance at any given time and all state funded kindergarten programs;
- Hospitals, Ambulatory health care centers, mental health institutions, orphanages, nursing homes, convalescent homes, old age homes, jails, prisons, reformatories, and all administrative, public assembly, and academic buildings of colleges, universities, and vocational-technical schools.
- Racetracks, stadiums, and grandstands;
- Theaters, auditoriums, restaurants, bars, lounges, nightclubs, dance halls, recreation halls, and other places of public assembly having an occupant load of 300 or more persons, except that the occupant load shall be 100 or more persons in those buildings where alcoholic beverages are served;
- Churches having an occupant load of 500 or more persons in a common area or having an occupant load greater than 1,000 persons based on total occupant load of the building or structure:
- Department stores and retail mercantile establishments having a cross floor area of 25,000 square feet on any one floor or having three or more floors that are open to the public. For purposes of this subparagraph, shopping centers and malls shall be assessed upon the basis of the entire area covered by the same roof or sharing common walls:
- Group day-care homes and day-care centers required being licensed or commissioned as such by the Department of Early Care and Learning and in which at least seven children receive care.
- (1) Personal care homes required to be licensed as such by the Department of Human Resources and having at least seven beds for non-family adults

Plan set should include necessary information to evaluate items noted on the General FMO Review Items page in addition to addressing items shown below.

- Plans must be legible.
- Dimensions for the overall building or space and for each room or drawn to scale.
- Each room/ space is identified and labeled.
- Location of doors, windows, fixtures, furniture, shelving, and work spaces.
- Remodels should include existing floor plan, demo plan if applicable, and proposed floor plan.
- A description of the proposed project and the business operation shall be provided so the plans can be appropriately evaluated
- Project address must be listed on plans. An address must be provided. Contact Pickens County Land Development Office at (706) 253-8850 assignment if not previously assigned.
- Provide the primary contact person's phone number and email address. This will allow communication during the review process.

General Information to Include on Plans:

The following general code information shall be included on cover sheet:

- Governing codes:
 - LSC = 2012 Life Safety Code
 - IBC = 2012 International Building Code
 - IFC = 2012 International Fire Code
 - IMC = 2012 International Mechanical Code
 - NEC = 2011 National Electrical Code
 - GAC = 2010 Georgia Accessibility Code 120-3-20
 - 2014 Georgia Amendments 120-3-3
- Occupancy Classification (Both IBC and LSC)
- Separated use or non-separated use (if applicable)
- IBC construction type (Tenant construction must match or provide a higher fire resistance construction type than building shell)
- Fire-rating of tenant separation/demising walls
- Sprinkler system information, if applicable. (If building where tenant space is located is sprinkler, sprinkler system changes will require plan submission to the Fire Marshal's Office for review and approval prior to installation. If changes are not required, a letter of compliance from the sprinkler contractor must be provided to the Fire Inspector prior to approval of the Certificate of Occupancy)
- Square Footage of tenant space
- Occupant load (Based on use of each room/space, not the occupancy type, and in accordance with LSC)
- Egress capacity based on LSC

The following notes shall be shown on plan:

- The street address for the structure must be visible from the road. Number must be a minimum of 4-inch in height (6-inches or more preferred) and have a minimum stroke width of 0.5 inch. The numbers must be in contrasting color to the building materials. The address may have to be located on both the building and the street front sign for the building.
- Label meters, disconnects, front and rear door for the applicable tenant and suite number. (Applies to multi-tenant buildings)
- A Knox key box is requested per the 2012 IFC Section 506. This box could already be provided by the building owner. If not, you may order thru our office. Please provide a door key for this box at the time of your final inspection.
- Portable fire extinguishers will be provided per NFPA Standard No. 10 and 2012 IFC. An inspector of the Fire Marshal's Office prior to final inspection will approve the location and arrangement of the extinguishers. A minimum of two extinguishers with the possibility of one every 75 feet may be required.
- Electrical outlet or switch boxes in fire-rated construction must be spaced a minimum 2 feet laterally apart or provided with fire putty pads equivalent to the rating of the fire-rated enclosure.
- Firewall and or Fire Barrier stenciling must be labeled on all firewalls, fire barriers or smoke barriers per the Georgia Amendments to IFC Section 703.5. The labeling must be installed above suspended ceilings stating, " _-Hr rated Fire or Smoke Barrier, Protect all Openings"