

**FORSYTH COUNTY FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE  
PLAN REVIEW REQUIREMENTS**

**PLAN SUBMITTAL SHOULD START AT THE PLANNING DEPARTMENT.**

**1.) ALL COMMERCIAL CONSTRUCTION PLANS FOR PROJECTS WITHIN UNINCORPORATED FORSYTH COUNTY SHOULD BE SUBMITTED TO THE DEPARTMENT OF PLANNING AND DEVELOPMENT (4 SETS) AND THE FORSYTH COUNTY FIRE MARSHAL'S OFFICE (2 SETS). THESE SUBMITTALS SHOULD OCCUR AT THE SAME TIME TO AVOID DELAYS IN THE REVIEW PROCESS.**

**2.) FOR PROJECTS INSIDE THE CITY LIMITS OF CUMMING A TOTAL OF THREE (3) SETS OF PLANS ARE REQUIRED TO BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE.**

**3.) SPRINKLER, FIRE ALARM, AND FIRE SUPPRESSION HOOD SYSTEM PLANS SHALL BE SUBMITTED DIRECTLY TO THE FIRE DEPARTMENT.**

**4.) YOU WILL BE CONTACTED DIRECTLY WHEN YOUR PLANS AND PERMITS ARE READY FOR PICKUP.**

**PLAN REVIEW FEES ARE DUE AT THE TIME OF SUBMITTAL. FEES SHOULD BE CHECK OR MONEY ORDER ONLY MADE OUT TO THE FORSYTH COUNTY FIRE MARSHAL. (PLANS WILL NOT BE ACCEPTED WITHOUT FEE)**

**THE FOLLOWING WILL BE REVIEWED BY THE FIRE MARSHAL'S OFFICE**

- *All commercial site development plans with the **exception** of grading and clearing, sewer or similar plans. We will only review plans with buildings and infrastructure shown such as water lines, driveways and parking, hydrant locations etc. (City) of Cumming plans included) **The Fire Marshal's site plan review fee is due at the time of final sign off.***
- *All commercial building plans to include apartment buildings and clubhouses. (City and County)*
- *Pool houses containing only pool equipment or restrooms will not be reviewed by the Fire Marshal's Office.*
- *All commercial sprinkler, fire alarm, and grease hood plans will be reviewed. (City and County)*

***You must have a Certificate of Final Fire Inspection issued by the Fire Marshal's Office and a Certificate of Occupancy from the Department of Planning And Development.***

**No new construction may be occupied prior to the issuance of a Final Fire Inspection Certificate.**

**PLAN SUBMITTAL PROCEDURES**  
**FOR THE FORSYTH COUNTY FIRE MARSHAL'S OFFICE**

(1) Two (2) complete sets of plans for **new construction** shall be submitted to include the following:

- ❑ *Architectural*
- ❑ *Structural*
- ❑ *Mechanical/ HVAC*
- ❑ *Electrical*
- ❑ *Plumbing*

(2) Two (2) complete sets of **tenant finish plans** shall be submitted meeting to include the following:

- ❑ *Architectural*
- ❑ *Mechanical/ HVAC*
- ❑ *Electrical*
- ❑ *Plumbing*

(3) Submissions for **sprinkler system** plans shall include at least three (3) sets of plans with hydraulic calculations.

(4) Submissions for **site development** plans shall include one (1) sets of plans.

(5) Submissions for **fire alarm system** plans, **commercial hood system** and **commercial hood suppression system** plans shall include two (2) sets of plans.

**ALL TYPES OF PLANS SUBMITTED SHALL BEAR THE SEAL OF A GEORGIA REGISTERED ARCHITECT OR ENGINEER REGARDLESS OF SQUARE FOOTAGE.**

*THE FORSYTH COUNTY FIRE DEPARTMENT  
SHALL COLLECT FEES AS FOLLOWS  
(includes the City of Cumming):*

**(1) CONSTRUCTION PLAN REVIEW**

- (A) 5,000 square feet or less ..... \$100.00*
- (B) More than 5,000 square feet ..... \$2.5 cents per square foot*
- (C) All other structures ..... \$100.00*
- (D) Site Development Plans ..... \$100.00*
- (E) Sprinkler/Suppression Plans ..... \$100.00 per system*
- (F) Fire Alarm Plans ..... \$50.00*
- (G) Commercial Hood Plans ..... \$50.00 per hood*

**(2) INSPECTIONS**

- (A) 50%, 80%, 100%, Annual, & First Follow-up ....No Charge*
- (B) Second Follow-up ..... \$150.00*
- (C) All Other Follow-ups ..... \$200.00*
- (D) After Hours Inspection ..... \$100.00*

**(3) CERTIFICATE OF FINAL FIRE INSPECTION .....\$150.00**

*The fee for a Final Fire Inspection Certificate shall not apply to inspections of buildings existing as of the date October 1, 2005 unless such inspections are deemed necessary due to occupancy type changes, major renovation or a major fire in the structure.*

***All Inspection Fees shall be paid prior to Inspection and Issuance of Final Fire Inspection Certificate. (check or money order only)***

**THE FOLLOWING ARE THE BASIC DEFINITIONS  
FOR 50%, 80%, AND 100% COMPLETION FOR A PROJECT:**

**50% ENGINEERING FIELD REVIEWS ARE CONDUCTED WHEN THE INTERIOR WALL COMPONENTS AND ROOF DECKING ARE IN PLACE PRIOR TO COVERING THEM UP. (BASICALLY WHEN STRUCTURE IS DRIED IN.)**

**A 50% INSPECTION IS TO HELP IDENTIFY PROBLEMS THAT MAY OCCUR AND CORRECT THEM BEFORE THEY BECOME PROBLEMS AT THE 80% INSPECTION. 50% INSPECTIONS ARE MANDATORY IN MULTI-FAMILY DWELLINGS.**

**80% ENGINEERING FIELD REVIEWS ARE CONDUCTED WHEN THE STRUCTURAL COMPONENTS ARE IN PLACE AND OPEN FOR REVIEW OF THE FIRE SAFETY COMPONENTS SUCH AS-FIRE BARRIER WALLS, VERTICAL SHAFTS, STAIRWAYS, SMOKE STOPS, HAZARDOUS AREA SEPARATIONS, ROOF AND CEILING ASSEMBLIES, CORRIDORS, AND DOOR WIDTH, HVAC SYSTEMS, ETC.**

**100% COMPLETION IS DEFINED AS WHEN THE BUILDING IS READY TO OCCUPY AND CONDUCT BUSINESS. THIS IS WHEN THE BUILDING IS READY FOR A **FINAL FIRE INSPECTION CERTIFICATE.****

**\*\*\*\*\*CONTACT THE INSPECTION DIVISION OF THE FIRE MARSHALS OFFICE AT (678) 455-8072 AT LEAST 72 HOURS PRIOR TO REACHING 80% AND 100% COMPLETION\*\*\*\*\***

**A COPY OF ALL APPROVED PLANS AND PLAN NOTES (INCLUDING SITE PLANS) MUST BE MAINTAINED ON THE CONSTRUCTION SITE AT ALL TIMES AND BE AVAILABLE FOR REVIEW AT THESE INSPECTIONS.**

**\*\*\* FAILURE TO PRODUCE STAMPED PLANS AND PLAN NOTES ON DEMAND BY THE INSPECTOR WILL RESULT IN VIOLATIONS BEING POSTED AND NO INSPECTIONS WILL BE CONDUCTED UNTIL THE STAMPED PLANS AND NOTES ARE ON SITE AND AVAILABLE FOR REVIEW \*\*\***

**FORSYTH COUNTY FIRE MARSHAL'S OFFICE**

3520 Settingdown Road  
Cumming, GA 30028  
(678) 455-8072 Fax (678-513-5950)

*Plan Review Information Sheet*  
**(\*\*Fill Out Completely\*\*)**

**Plan Type: (circle one)**

CONST PLAN      SITE DEV. PLAN      SPRINKLER PLAN      FIRE ALARM      HOOD PLAN

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Suite #:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Contact Name and Number:** \_\_\_\_\_

**Square Footage:** \_\_\_\_\_

**Sprinkler Protection:** Total [ ] Partial [ ] None [ ]    **Fire Alarm:** Yes [ ] No [ ]

**Hazardous Materials:** Yes [ ] No [ ]    **Provide Type and Quantity**

**High Piled Combustible Storage:** Yes [ ] No [ ] (if yes submit drawings)

**Within Cumming City Limits:** Yes [ ] No [ ]

**FEES ARE PAYABLE BY CHECK OR MONEY ORDER ONLY AND MUST BE PAID AT THE TIME OF SUBMITTAL (Plans will not be accepted without the correct fee)**

**SITE PLAN REVIEW FEE DUE AT FINAL SIGN OFF**

*I certify that the plans submitted meet the requirements listed on the Plan Review Submittal Checklist to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

===== Office Use Only =====

Type Occupancy (per NFPA 101): \_\_\_\_\_

Occupancy Load (per NFPA 101): \_\_\_\_\_ No. of Tenants: \_\_\_\_\_

Construction Type (per NFPA 220): \_\_\_\_\_ No. of Stories: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_