



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JIM BECK
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN
COMMISSIONER

MEMORANDUM

Seventh Floor, West Tower
2 Martin Luther King Jr. Dr.
Atlanta, Georgia 30334
(404) 656-2064
www.oci.ga.gov

To: All Architects, Engineers, and Sprinkler Contractors

In an effort to serve you in a more timely fashion and to eliminate long delays in the plan review process, the Safety Fire Division will return any incomplete submittals immediately.

Properly submitted plans should include two a minimum of (2) sets of architectural, mechanical, plumbing, and electrical plans and specifications. All plans must bear the seal of a Georgia Registered Architect or Engineer.

Properly submitted plans should also include a completed copy of the plans transmittal letter and a plan review fee as specified in O.C.G.A Title 25 Chapter 2, Article 25-2-4 for each project which is to be reviewed. Effective May 13, 2010, the plan review fees for construction permits or other plan approvals are as follows:

- Buildings less than or equal to 10,000 sq. ft. gross area = \$150.00
- Buildings more than or equal to 10,000 sq. ft. gross area = \$0.015 per sq. ft. gross
- Fire alarm, sprinkler, smoke control systems, special hazards systems and any other plans reviewed = \$150.00

In addition to the above fees effective May 13, 2010 date, 80%, 100% and first follow up inspections will be allowed under the construction permit with no additional charge.

- A second follow up inspection will access a fee of \$150.00.
- A third and any subsequent follow up inspection will access a fee of \$220.00 each.

NOTE: All federal, state, county or city public owned buildings exempt from any plan review fees.

****Check or money order shall be made payable to the Safety Fire Division****



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SEVENTH FLOOR, WEST TOWER
FLOYD BUILDING
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FACILITIES UNDER THE JURISDICTION OF THE STATE OFFICIAL CODE OF GEORGIA ANNOTATED 25-2-13 (O.C.G.A.)

- 1) Buildings or structures 4 or more stories in height.
- 2) Buildings 3 or more stories in height and used by 3 or more families as a residence, with individual cooking and bathroom facilities. Nothing in the code shall apply to any individually owned residential unit.
- 3) Buildings with more than 15 sleeping accommodations for hire (hotels, motels, dorms, or boarding houses).
- 4) Personal care homes subject to being licensed by DHR and having at least 7 beds for non-family adults.
- 5) Schools of grade 1-12 having more than 15 students in attendance at any given time. All state funded kindergarten programs.
- 6) Colleges, universities and vocational-technical schools (academic, administrative, and public assembly buildings), health care centers, orphanages, convalescent homes and old age homes.
- 7) Racetracks, stadiums, and grandstands.
- 8) Places of assembly (theaters, auditoriums, recreational halls, etc.) having an occupant load of 300 or more without alcohol and 100 or more where alcoholic beverages are served (clubs, taverns, nightclubs, etc.). Churches having an occupant load of 500 or more persons in a common area or having an occupant load greater than 1000 persons based on total occupant load of the building or structure.
- 9) Department stores and retail mercantile establishments having a gross floor area of 25,000-sq. ft. on any one floor or having three or more floors open to the public. Shopping centers and malls assessed upon the basis of the entire area covered by the same roof or common walls; provided nothing in this code section shall apply to single story shopping centers subdivided into common areas of less than 25,000 sq. ft. by a wall or walls with a 2-hour fire resistance rating and where there are unobstructed exit doors in the front and rear of every such individual occupancy which opens directly to the outside.
- 10) Group day-care and day-care facilities which are licensed by DHR as follows:
 - a) Group day-care having 7 to 12 children,
 - b) Day-care having more than 12 children.
- 11) All hospitals, jails, nursing homes, ambulatory health centers and penal institutions, except buildings and facilities that are state owned and operated or occupied (GSFIC), are to be reviewed by the Safety Fire Division, and state prisons are to be reviewed by the Department of Corrections.

THE OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF PROGRAMS OR SERVICES



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List of Items to be Included in a Fire Alarm Plan Review

1. At least 2 (but preferably 3) full size sets of fire alarm plan drawings. These drawings would include:
 - The printed name, signature and Georgia license number of the Low Voltage Contractor who is submitting the fire alarm plans for review.
 - Written narrative providing intent and system description
 - A Floor plan layout view diagram (drawn to scale) showing location of all devices and control equipment
 - Room names, door locations, ceiling fixtures
 - The fire alarm system wiring layout design which includes the gauge(s) of wiring installed.
 - The matrix of sequence/operations.
 - A fire alarm riser diagram.
 - Speaker wattages and decibel ratings for both horn alarm and voice evacuation system components.
 - The candela rating shown for drawings for each strobe device and each illuminated emergency exit sign.

Note: the fire alarm system must comply with the Georgia Accessibility Code (120-3-20), Life Safety Code (NFPA 101) and the National Fire Alarm Code (NFPA 72)

2. A set of NAC voltage drop/load calculations and a set of battery calculations for the fire alarm system.
3. A system equipment submittal including: technical data sheets for all components specified in the fire alarm system design.
4. A form 354-A transmittal letter and fire alarm plan review fee payment (if applicable).

Note: there is now a \$150.00 fee assessed for each fire alarm plan review for all non-public buildings. Note: all checks to be made payable to the "Safety Fire Division".



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List of Items to be Included in a Sprinkler Plan Review

1. At least 2 (but preferably 3) full size sets of sprinkler plan drawings. The drawings would include:
 - A site plan (to scale) that shows the hook-up connections to the local water supply, the location of hydrants and cross streets in relation to the building site, the location of the PIV(s), the location of the fire department connection(s) to the building, and the location of any external pump house(s) and backflow prevention devices.
 - The signature, stamp and certificate of competency number of the designer of the sprinkler system.
 - A riser detail drawing that would likely show the fire department bypass connection to the sprinkler system.
 - Pump system detail drawings for the main pump, jockey pumps and sensing system. (if necessary)
 - Typical system hangar detail drawing(s).
 - Cross section views of the building in order to clarify: the structure of any attic or interstitial spaces within the building; if the piping and sprinkler locations are at any inclined angles and how water flows through the system to the different floors of the building.
 - A sprinkler piping detail drawing for each floor of the building showing the size of pipes being used throughout the system, the location of system hangers, and the location and type of all fire protection equipment.
 - A reflected ceiling plan drawing for each floor that shows the room designations, sprinkler head locations and the locations of walls within the building. (This would also be a good place to identify any fire rated walls, doors, etc. so that the reviewer can more easily determine why a particular room doesn't have sprinklers in it.)
 - Note: If the building is not that complicated, the piping detail drawing and the reflected ceiling plan drawing can be combined. A good rule of thumb is that if the drawing looks "too busy" to you then it will probably confuse the reviewer.
2. A set of hydraulic calculations for both the most remote and the most hydraulically demanding areas for each sprinkler system in the building. (Please note that these may be different areas in the building).
3. Site Water Flow test data. Note: the test must have been performed within 6 months of the plan submittal to this office and the instruments used for the test must have been calibrated within the year preceding the actual test date. Finally, the local fire and/or water departments having jurisdiction may require that a representative be present during the actual test
4. Technical literature for the equipment expected to be used on the project. This would include:
 - Specific manufacturer, model and SIN number of all sprinklers
 - Pump performance curves for fire pumps and the total volume and elevation of any water tanks
 - Any associated data for Backflow Prevention Devices, check valves, fire department connections, etc.
5. A form 354-S transmittal letter.

Note: there is now a \$150.00 fee assessed for each sprinkler plan review for all non-public buildings. Note: all checks to be made payable to the "Safety Fire Division".

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SAFETY FIRE COMMISSIONER

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

John F. King, Commissioner

2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334

Phone: (404) 656-7087



SAFETY FIRE

GID-354-SF JUL2019
(same as SFM 354)

www.oci.ga.gov

354 PLANS TRANSMITTAL FORM

DATE: _____

Please provide all information requested below. **ALL INFORMATION IS REQUIRED** and incomplete submittals are subject to immediate rejection. Everything submitted to the Georgia State Fire Marshal's Office for review (drawings, revisions, addenda, specifications, etc.) must include a completed 354 Transmittal Form.

SUBMITTAL: ___ Full Set ___ Addendum ___ Revision **TYPE:** ___ Prints ___ CD ___ Specifications

PURPOSE of SUBMISSION: ___ Permit ___ Resubmission ___ Preliminary ___ Information Only

REVIEW FEE SUBMITTED: \$ _____ → Make all checks payable to the "Safety Fire Division"

Pursuant to State Laws and Codes as revised May 13, 2010:

Remit Review Fee ONLY attached to a copy of this completed 354 Form to:
Georgia Dept. of Insurance-Fire Safety Division, P.O. Box 935136, Atlanta, GA 31193-5136
Remit ALL Building Plans & Specs along w/ this completed 354 Form to:
Georgia Dept. of Insurance- Fire Safety Division, 2 Martin Luther King Jr., Dr., Suite 916, West Tower, Atlanta, GA 30334
****Applications up for review & permitting will be reviewed when fees have been paid & processed****

FACILITY NAME: _____ New ___ Existing ___

Project Name: _____ Phone: _____

Street Address (physical location): _____

City: _____ Zip: _____ County: _____

OWNER: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

ARCHITECT/ENGINEER of RECORD: _____ GA Reg. No. _____

Firm Name: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

TYPE of OCCUPANCY (per LSC): ___ Assembly ___ Ambulatory Health ___ College ___ Day Care
___ Education ___ Hospital ___ Industrial ___ Institution ___ Mercantile ___ Nursing Home
___ Office ___ Personal Care Home ___ Race Track ___ Residential ___ Storage

CONSTRUCTION TYPE (circle one group):

NFPA 220 I(443) I(332) II(222) II(111) II(000) III(211) III(200) IV(2HH) V(111) V(000)
IBC IA IB IIA IIB IIIA IIIB IV VA VB

Square Feet: _____ Estimated Cost: _____ Total Number Of Stories: _____

Occupant Load (Per NFPA 101): _____ Basement: ___ Yes ___ No Sprinklers: ___ Yes ___ No

RETURN PLANS TO: (Must Be a Street Address - No Post Office Box Addresses)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

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John F. King, Commissioner**2 Martin Luther King Jr., Dr., Suite 920, West Tower, Atlanta, GA 30334**Phone: **800-656-2298** ♦ Fax: **678-717-5877** ♦ E-mail: **Inspections@sfm.ga.gov**www.ocl.ga.gov**APPLICATION FOR INSPECTION****SAFETY FIRE
ENGINEERING & INSPECTIONS
GID-342-SF JUL2019
(same as FM50)**

This application is for the following inspection type:

Inspection Type: (check below)	Inspection Definition:
<input type="checkbox"/> 80%	When the structural components are in place and open for review by the Safety Fire Compliance Officer.
<input type="checkbox"/> 100%	When the building is ready to occupy and would qualify for a certificate of occupancy.
<input type="checkbox"/> Proposed/New Use	Change of Occupancy
<input type="checkbox"/> Annual	Performed once per year.
<input type="checkbox"/> System:	Where systems are modified, replaced or installed separate from new construction.
<input type="checkbox"/> Alarm	
<input type="checkbox"/> Sprinkler	
<input type="checkbox"/> Complaint	Where an investigation is warranted pursuant to safety concerns.
<input type="checkbox"/> Consultation	Where a Fire & Life Safety Systems building evaluation is warranted.

Note: Structural components include the following: Firewalls, smoke barriers, vertical shafts, stairways, smoke stops, hazardous area separation, roofs, ceiling assemblies, corridors and door widths, and HVAC systems.**Notify the State Fire Marshal's Office in writing at least 21 days prior to the date the facility will be ready for inspection. Indicate date the facility will be ready for inspection: _____.**Pursuant to the provision and regulations of the Georgia Safety Fire Law, I, _____
Owner/Authorized Representativehereby submit application and request a preliminary inspection of _____
Project Namelocated at _____
Facility Name_____
Street City Zip Code County

The facility was approved under State Construction Permit No. _____ dated _____

Job Site Contact Title Phone Number_____
Signature of Applicant Phone Number (required) Email Address**Applicant Mailing Address:**_____
Street City State Zip Code**For Office Use Only**

File No.	Date Received	Inspector