

OFFICE VISITS

If you need to speak with a Fire Protection Specialist about any specific requirement on your project, please call ahead and schedule an appointment to ensure a staff member is available. We want to give you all the assistance that you need and be able to devote our full attention to your project. Just “stopping in” will be a distraction from another client’s project and prolong the review process. Support staff will assist you with submission and picking up of your plans, but will not be able to answer technical questions.

Plan Review
7810 Hwy 85
Riverdale, GA 30274
770-473-3829

Jurisdictional Fire Marshals

Where is your project located?
Submit your plans, application, and fee to the appropriate division office.

If your project falls within the limits of one of the Jurisdictional Fire Marshals contact that office.

City of Riverdale

6690 Church Street
Riverdale, GA 30274
770-996-1915

City of Forest Park

785 Forest Parkway
Forest Park, GA 30297
404-608-2383

City of Morrow

City of Lake City
1500 Morrow Rd.
Morrow, GA 30260
770-961-4008



CLAYTON COUNTY FIRE DEPARTMENT

Alex S. Cohilas,
Fire Chief

Dwayne E. Jackson,
Deputy Chief of Fire Prevention
Fire Marshal

Captain Landry Merkison,
Assistant Fire Marshal

<http://www.claytoncountyfiredepartment.com>

Required Plan Submittals

Plans, specifications, and any other construction documents shall be submitted to the Fire Marshal's Office for review and approval prior to any construction taking place for the following:

- All new buildings and additions;
- Any building undergoing a change in occupancy;
- Any part of a building suffering damage from fire, explosion, or any other cause;
- For all dwelling units when attached in units of three or more, to verify the fire rated design of the required separation wall between units, and required sprinkler systems.
- Tenant build-outs;
- Protective signaling systems;
- All fire suppression and extinguishing systems;
- Standpipe systems;
- Fire pumps;
- Water supplies and distribution systems for fire fighting purposes;
- Emergency and exit lighting systems;
- Egress/exiting systems (including but not limited to elevators and escalators);
- Smoke removal and smoke control systems;
- Fire lanes;
- Flammable and combustible liquid installations;
- Flammable gas installations; and
- Other miscellaneous installations falling under the provisions of these Regulations.

What projects do not require a plan submittal?

Individual, detached, stand alone single family units and duplexes.

FIRST STEP

Is your building plan drawn to scale and does it include the following information?

- Name and address of building;
- Owner of the building;
- Name and address of applicant submitting plans;
- Design Professional's name and address;
- Detailed construction information;
- Full height cross section plan of building including all vertical openings, shafts, enclosures, etc.;
- Detailed HVAC information;
- Specific information on all means of egress components including clear widths, fire resistance rating, direction swing of doors and locking mechanisms on exit doors;
- Location of all *hazardous or high hazard areas* as defined in the Life Safety Code, NFPA 101;
- Floor plan of seats, tables, displays, decorations, etc. in all places of assembly which do not have permanent seating or displays;
- Electrical plan including location of exit signs and emergency lighting when required;
- Narrative description of proposed method for sealing penetrations of fire rated assemblies.

SECOND STEP

Do you have the following items ready for submittal?

- A PDF file on CD to include a complete set of construction drawings along with:
 - Two (2) copies of your building construction plans; 1 additional copy @ 11 x 17;
 - Application for Plan Review;
- As of July 1, 2007***
- Building Plan Review Fee: \$.15 Sq. ft. *(to be paid at time of pickup)*
 - Fire Alarm & Sprinkler Plans Flat Rate \$25.00
 - Cash, check, money order, or cashier's check made payable to Clayton County Fire Department:

THIRD STEP

All applicable fees are to be paid at time of pickup at our office before submittal to Community Development for permit.