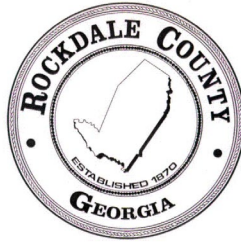


**BOARD OF COMMISSIONERS**

Osborn Nesbitt, Sr., Chairman  
Sherri L. Washington, Esq., Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



**ROCKDALE COUNTY FIRE & RESCUE**

Jerry E. Wainright, Fire Marshal  
FireMarshal@rockdalecounty.org

**FIRE HEADQUARTERS**

OFFICE: 770-278-8401  
FACSIMILE: 770-278-8930

**Fire Marshal's Office  
COMMERCIAL PLANS SUBMITTAL CHECKLIST**

Submit three (3) sets of plans to the Rockdale County Department of Planning & Development, 958 Milstead Avenue Conyers, GA 30012 for construction of new buildings, additions, alterations, and repairs of existing and As-Built floor plans involving structural changes, occupancy classification changes, impact upon egress, or impact on fire resistive construction. Digital copies of plans may be submitted to the Fire Marshal's Office for review at [FireMarshal@rockdalecountyga.gov](mailto:FireMarshal@rockdalecountyga.gov). For an accurate review analysis, assembly occupancy plans must be accompanied by a letter of intended use stating a description of the use, the hours of operation, whether food or alcoholic beverages will be served, and whether entertainment will be provided and what types of entertainment. Kitchen plans must also be approved by the Rockdale County Board of Health.

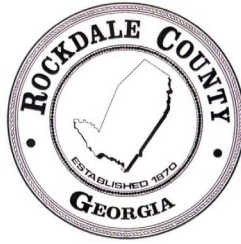
Architectural plans must include the following information:

**I. Cover Sheet with Project Criteria**

- A. Name of project
- B. Project location
- C. Architect/Engineer/F.P.E. seal with registration number
- D. Occupancy classification per NFPA 101
- E. Construction type - sprinkled, protected, etc.
- F. Building area – breakdown
- G. New building using area modifications for allowable area, provide calculation
- H. Occupant load (show calculations based on NFPA 101)
- I. Applicable codes/year
  - International Building Code 2018 with Georgia Amendments
  - National Electric Code / 2020
  - International Gas Code / 2018 with Georgia Amendments
  - International Mechanical Code / 2018 with Georgia Amendments
  - International Plumbing Code / 2018 with Georgia Amendments
  - International Energy Conservation Code / 2015 with Georgia Amendments
  - National Fire Protection Association 101-Life Safety Code, 2018 Edition
  - International Fire Code / 2018
  - International Residential Code / 2018 with Georgia Amendments
  - U.S. Department of Justice, 2010 A.D.A. Standards for Accessible Design (adopted March 15,2012)
  - Georgia Insurance Commissioners Rules & Regulations 120-3-3 (<https://rules.sos.state.ga.us/gac/120-3-3>)

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**II. Site Plan (New Construction)**

- A. Location of project in relation to property lines
- B. Location of project in relation to other buildings on-site if applicable

**III. Key Plan**

- A. Show proposed space within a building
- B. Show adjoining tenants and identify them by occupancy
- C. Show and identify complete scope of work

**IV. Floor Plan**

Scaled drawings must be to an architectural scale, such as 1/4 inch equals one foot, 1/8 inch equals one foot, etc.

**Legend must provide:**

1. Old vs. new construction
2. Rated walls
3. Existing walls / demo walls
4. Sections and applicable details
5. IBC fire area, occupancy separation table requirements, or area/height limits per occupancy.

**For New Buildings:**

1. Floor/Reflected ceiling Plans, label, and dimension of all spaces
2. Cross Sections, Wall sections and applicable Details
3. Door and Finish Schedules
4. Structural Plans

**Identify:**

1. Exits, travel distance, common path, & dead-end corridors per NFPA 101-2018 ed.
2. Room Use Designation
3. Door Sizes, Corridors, Stairs, Plumbing Fixtures, and Storage Rooms
4. Total area of work
5. Life Safety Plan sheet

**If pre-engineered building structural components were used, technical specification will be required with additional detail for verification of code compliance.**

**Architect's/Engineer's seal for plans as described below;**

- Over 5,000 square feet or contains more than one story.
- New or existing assembly occupancies
- Educational occupancies, health care occupancies, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing or apartment complexes, and care facilities.

All sprinkler, alarm, or fire protection system plans must be stamped by a design profession.

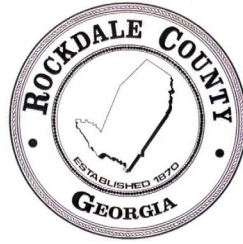
All plans submitted for Structural Plans Review must also be reviewed for zoning compliance. If plans are for new construction, a Site Development permit must be issued before a building permit is issued.

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