



Athens-Clarke County Fire & Emergency Services



1.1.2 Building Plans Review Checklist

Reviewer: _____

Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

Construction Type: _____ Stories? Height (ft): _____

Contact: _____ Phone: (____) ____ - ____

Contact Email: _____

Sprinkler System: 13: 13R: N/A: Voice Evacuation Y: N:

Fire Pump Present: Y: N: Special Locking Arrangements Y: N:

Fire Alarm Present: Y: N:

Review Date: _____ Approved or Disapproved

NOTE: The designer must complete the form before plans are reviewed.

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DRAWING SUBMITTAL - GENERAL		OK	Absent
1. Correct job name and address on drawings, where applicable, and building number			
2. The drawing must be scaled (1/8" – 1'0" preferred) and provided with a graphic scale or indicate the dimensions of each room of the building			
3. Previous site plan approval			
4. Applicable codes on the cover sheet (OCGA 120-3-3³)			
5. Occupant load and egress calculations (LSC 7.3.1.2, 7.3.3)			
6. Knox box location, if access control, fire alarm, and/or sprinkler system installed (IFC 506)			
7. Emergency radio responder coverage verification notes (IFC 510)			
GENERAL REQUIREMENTS - EGRESS			
8. Drawings show:			
a) Exit signs, placed such that no point in an exit access corridor is in excess of the rated viewing distance or 100' (30 m), whichever is less, from the nearest sign. (7.10.1.5.2)			
b) Furniture, shelving, and fixtures.			
c) Means of egress headroom shown at 7' 6" (LSC 7.1.5.1).			
9. Two (2) means of egress are provided from any balcony, mezzanine, story, or portion thereof unless otherwise permitted in occupancy chapters (LSC 7.4.1.1)			
10. Minimum egress width shall not be less than 36-in. unless modified in the occupancy chapter (LSC 7.3.4.1 (2))			
11. Occupant loads between 500 and 1,000 occupants provide three exits, and OL > 1,000 provide four exits (LSC 7.4.1.2)			
12. Exits separated by not less than 1/2 the diagonal distance of the space served (LSC 7.5.1.3.2); minimum 1/3 the diagonal distance when sprinkled (LSC 7.5.1.3.3)			
13. No egress through kitchens, storerooms, restrooms, workrooms, closets, bedrooms, or similar spaces subject to locking, only as permitted in the occupancy chapters. Exits and exit access doors are to be designed and arranged to be readily distinguishable and recognizable. (LSC 7.5.2)			
14. Doors shall provide not less than 32-in of clear width (LSC 7.2.1.2.3.2)			
15. Thresholds at door openings shall not be greater than 1/2-in (LSC 7.2.1.3.3)			
16. Door swing shall be in the direction of egress travel when serving > 50 occupants, is used in an exit enclosure, or serves a hazard area (LSC 7.2.1.4.2)			
17. Doors provided with locks, latches, or alarm devices are to be noted on plans, in a letter from ownership acknowledging submittal requirements, or provide documentation of installation to show compliance. (LSC 7.2.1.5)			
a) Delayed-egress locking systems (LSC 7.2.1.6.1)			
b) Access-controlled egress door assemblies (LSC 7.2.1.6.2)			
c) Elevator lobby exit access door assemblies locking (LSC 7.2.1.6.3)			

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GENERAL REQUIREMENTS - EGRESS	OK	Absent
18. Stair construction details to show dimensions of tread depths and riser heights (LSC 7.2.2.2.1.1)		
19. Stairway identification with all stair designations made with alpha characters (LSC 7.2.2.5.4)		
20. Hand/guardrail installed as required (LSC 7.2.2.4)		
21. Elevator lobby access to one exit (LSC 7.4.1.6)		
22. Common path of travel shall not exceed that detailed in the relevant occupancy chapter		
23. Dead-end corridors limited to distances detailed in occupancy chapters (LSC 7.5.1.5)		
24. Travel distance shall not exceed that required for the relevant occupancy (LSC Table A.7.6)		
25. Exits discharge as required (LSC 7.7)		
26. Egress illumination is provided as required in occupancy chapters (LSC 7.8.1)		
27. Emergency lighting is provided as required in occupancy chapters (LSC 7.9.1)		
28. Exit signs are provided as required (LSC 7.10.1.5.2)		
GENERAL REQUIREMENTS – FIRE PROTECTION		
29. Extinguisher number and location		
30. Exit enclosure penetrations (LSC 7.1.3.2.1)		
31. Vertical openings protected by fire barrier walls (LSC 8.6.2) a) unless as allowed (LSC 8.6.3) b) enclosures are provided with shafts (LSC 8.6.4)		
32. Provide a fire-resistance rating, sprinkler protection, or both as required by occupancy chapters for hazard separations (LSC 8.7.1.1)		
33. Rubbish chutes, incinerators, and laundry chutes are protected as required (LSC 9.5)		
34. Interior finishes rated as required for each occupancy (LSC Table A.10.2)		
35. Standpipes located on each intermediate landing and additional hose connections as required to meet required travel distances (NFPA 14 7.3.2.2)		
36. Fire alarms and sprinklers are to be provided as required in the occupancy chapters		
37. Fire/smoke damper located as required		
38. Fire sprinkler control room/pump room (limited to 10ft fire line under the slab)		
39. Penetration details provided with UL listing numbers		
40. Joint details provided with UL listing numbers		
41. Wall construction details provided with UL listing numbers		
42. Fire department access doors provided at least one in every 100 ft. (OCGA 120-3-3³ IFC 504.1.1)		

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GENERAL REQUIREMENTS – FIRE PROTECTION	OK	Absent
43. Fire sprinkler/fire alarm/hood drawings to be submitted to ACCFES by subcontractor		
44. Recirculating systems installed in fully sprinkled areas (OCGA 120-3-3³ NFPA 96 13.2)		
45. A residential hood system was installed (OCGA 120-3-3³ NFPA 96 1.1.4)		
46. Combustible concealed spaces in which building materials have a flame spread index greater than Class A are exposed and protected (LSC 8.6.11.1)		
47. Verify exit capacity 0.2-inches for doors 0.3-inches for stairs (NFPA 101 7.3.3.1)		

The above is not an all-inclusive list - Plans must meet all NFPA, International Fire Code, and State of Georgia requirements. Please refer to Chapter 120-3-3, Rules and Regulations of the Safety Fire Commissioners website.

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