Athens-Clarke County
Fire & Emergency Services

Athens-Clarke County Fire Marshal's Office

Handbook for Building/ Fire Code Guidelines

New Construction Plan Review

New Construction Inspections

New Construction Acceptance Testing Procedures

Office of the Fire Marshal

Phone: (706) 613-3365

Email: fire.marshal@accgov.com

Athens-Clarke County
Fire & Emergency Services

INTRODUCTION MESSAGE

Greetings from the Athens-Clarke County Fire Marshal's Office!

The Athens Clarke County Fire Marshal's Office prepares the information within this document. The intent of this document is to reasonably inform our citizens, designers, developers, contractors, and the general public of the codes and laws related to commercial building construction in effect within the county and also to communicate the policies and procedures developed by the county over time to enforce these laws for safe and code compliant commercial construction. This document is an interpreted "plain language" compilation of various sections of federal, state, and county building construction laws and the rules and regulations related to improving commercial property in Athens Clarke County. The information within is not all-inclusive, nor is it designed to be, but rather presents a general overview of fire and life safety laws, codes, standards, and processes relative to planning, permitting, constructing, inspecting, and completing a commercial construction project in the city. This document may be updated as codes, laws, rules, regulations, and policies change.

We pride ourselves on being an integral part of the construction project review team within our jurisdiction. Whether your project falls directly under our purview or under the State Fire Marshal's jurisdiction, our aim remains consistent: ensuring safety and compliance.

As a Unified Government, Athens-Clarke County has established a structured process comprising six key steps for plan reviews. Each step necessitates specific documentation to facilitate a seamless progression through our review stages.

To assist you in navigating this process effectively, we've outlined below the requisite documentation for each step when engaging with the Fire Marshal's Office:

1. Pre-Submittal Meetings: 1.1
2. Submit plans for review: 1.2
3. Obtain your permit 1.3
4. Inspections 1.4
5. CO/ Final Inspection 1.5

We understand the significance of clarity and efficiency in project planning. Our team is committed to providing the necessary guidance and support to ensure your compliance with safety standards and regulations.

Should you have any inquiries regarding submission requirements or need further clarification on the documentation needed at any step, please don't hesitate to reach out to our office. We are here to facilitate a smooth process for your project.

Thank you for choosing the Athens-Clarke County Fire Marshal's Office as your partner in ensuring safety and compliance in construction endeavors.

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Step 5 CO/ Final Inspection

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FIRE MARSHAL	
Subject	**Current Fee / Unit**
Plans Review Fee	Projects under 10,000 sqft: $150.00 flat fee. Projects over 10,000 sqft: $0.015 per square foot
Changes To Approved Review Fee	$150.00
Sprinkler Plan Review Fee	$150
Fire Alarm Plan Review Fee	$150
Explosive-Blasting Permit	1st blast- N/C, second and each subsequent blast- $30
Fireworks Demonstrations	$100
New Building Construction Inspection: 80% Completion	N/C
New Building Construction Inspection: 100% Completion	N/C
New Building Construction Inspection: First follow-up	N/C
New Building Construction Inspection: Second follow-up	$100
New Building Construction Inspection: Third and each subsequent follow-up	$150
Annual Inspection: Initial	N/C

Annual Inspection: First follow up	N/C
Annual Inspection: Second follow up	$100
Annual Inspection: Third and each subsequent follow-up	$150
Certificate of Occupancy	$30.00

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Frequently Asked Questions - Fire Marshal's Office Plan Review

1. What is the purpose of plan review by the Fire Marshal's Office?

- The Fire Marshal's Office conducts plan reviews to ensure building plans comply with fire safety codes and regulations. This helps identify potential fire hazards and ensure appropriate safety measures are in place

2. Which types of projects require plan review by the Fire Marshal's Office?

- Generally, any construction, renovation, or installation that involves fire suppression systems, alarms, or modifications affecting life safety systems, including egress doors, requires plan review by the Fire Marshal's Office.

3. How do I submit plans for review?

- Alarm, Sprinkler, Hood Suppression, or any other required plans can be submitted online at fire.marshal@accgov.com or in person at the Fire Marshal's Office located at 700 College Ave Athens, GA 30601. Check with our office for specific submission guidelines and requirements. 706-613-3365

4. What is the typical turnaround time for plan review?

- Turnaround times can vary based on the complexity of the project and current workload. We aim to review plans promptly, but it's advisable to contact our office for estimated review timelines.

5. Are there any common reasons for plan review rejections?

- Common reasons for plan review rejections include non-compliance with fire codes, insufficient detail in plans, or missing necessary information. Our office provides feedback on rejected plans to guide necessary revisions. Please visit our website for all required checklists.

6. What happens after plan approval?

- Upon plan approval, you can proceed with your construction or installation. However, note that periodic inspections may be required during the project to ensure compliance with approved plans and codes.

7. Can I request a consultation before submitting my plans for review?

- Yes, our office encourages consultations to clarify code requirements and ensure your plans align with fire safety regulations. Contact us to schedule a consultation. 706-613-3365

8. What should I do if I have questions or need clarification during the plan review process?

- Feel free to reach out to our office with any questions or for clarification during the plan review process. Our team is available to assist and guide you through the requirements.

9. Is there a fee associated with plan review by the Fire Marshal's Office?

- Some jurisdictions may have fees associated with plan review. Please refer to our fee schedule or contact our office for information regarding applicable fees.

10. Can I appeal a decision made during the plan review process?

- Yes, in case of disagreement with a decision, there might be an appeals process available. Contact our office for information on the appeals procedure and requirements.

For specific inquiries or further details, don't hesitate to contact the Fire Marshal's Office directly.

1.1 Step 1 Pre-Submittal Meetings and Visioning Meetings

Congratulations on taking the initial step towards your project's success with the Athens-Clarke County Fire Marshal's Office!

In our effort to kickstart your project seamlessly, Step 1 involves pre-submittal and visionary meetings. These gatherings are designed to facilitate a comprehensive discussion across various departments, addressing pertinent inquiries related to fire department access and necessary fire flow considerations.

To ensure a productive discussion and gather the most accurate insights, we encourage you to schedule a visionary meeting with relevant departments. Your proactive involvement and the information you provide will significantly aid in obtaining the requisite answers for your project.

For your convenience, we have provided the following essential resources and documentation that will aid in these meetings:

1. Current Codes
2. Site Checklist
3. International Fire Code Appendix D Acknowledgement Form
4. International Fire Code 510 Compliance Form

These documents serve as valuable references and forms to streamline our discussions and align your project with the required standards.

We emphasize the importance of thorough preparation and encourage you to utilize these resources to facilitate a comprehensive and fruitful discussion during the meetings.

Should you require any further clarification or assistance regarding these documents or the upcoming meetings, feel free to reach out to our office. We are committed to ensuring your project's success and compliance every step of the way.

Thank you for your proactive engagement in this process. We look forward to collaborating with you for a successful project.

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1.1.1 Plan Development & Site Checklist

Reviewer: _____ Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

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

Fire Sprinkler Company: _____ Phone: (____) ____ - _____

Contact Email: _____

Sprinkler System Type: Wet: ☐ Dry: ☐ Pre-action: ☐ Combination: ☐

Developer: _____ Phone # _____

Review Date: _____ Approved or Disapproved

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

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GENERAL REQUIRED ITEMS	OK	Absent
1) Provide the building/project name on the plans.		
2) Provide site location map, address, and parcel number.		
3) Required sheets for plan sets at a minimum: cover, site (plat), and utility sheet showing hydrants.		
4) Provide project location reference on the cover sheet.		
5) Fire Flow Test within six (6) months of plan submittal.		
6) IFC 510 acknowledgment form signed by the owner or developer scanned to the plan set.		
7) IFC Appendix D Acknowledgement form signed by the owner or developer scanned to the plan set.		
FIRE ACCESS (fire access plan may be required)		
8) Provide at least 10' level access to all parts of the building for ladder access.		
9) Fire apparatus access roads shall extend (hose pull from fire trucks around the building) to within 150 feet of all portions of the facility or any portion of the exterior wall of the first floor (State Modifications IFC 503.1.1).		
10) Provide details of all access roads required to meet the American Association of State and Highway Transportation Officials (AASHTO) design manual live load standard HS20 (75,000 lbs.) with an unobstructed width of not less than 20 feet, 35-foot inside radius, 50 foot outside turning radius and an unobstructed vertical clearance of not less than 13 feet 6 inches.		
11) Parking structures exceeding a height of 50 ft. or having parking levels below grade shall be provided with a Class I standpipe system in accordance with NFPA 14.		
12) All retaining walls or other steep grades must be clearly marked on the site and utility sheets to ensure that there will not be any impedance to fire department apparatus.		
13) Dead-end access roads of more than 150 feet shall be provided with a turn-around (IFC 503.2.5).		
14) HAMMERHEAD TURN-AROUND: a total of 120 feet is needed (60 feet + 60 feet from the centerline) or an equivalent alternative. (IFC 503)		

FIRE ACCESS	OK	Absent
15) CUL-DE-SAC (with or without an island): minimum 60-foot radius to the outside curb, measured to the inside of the curb, and a minimum lane		

width = 24 feet. Single-family cul-de-sac without island: 38-foot outside radius with island reverts to commercial dimensions.		
16) FIRE ACCESS DRIVE SURFACES: The all-weather surface must be specified, and if other than asphalt or concrete, requires individual approval by ACCFES.		
17) Fire Lanes require a concrete ribbon curb at a minimum and may be required to be painted for appropriate markings.		
18) The maximum slope of the access road in reference to the apparatus is 10% Front to Back and 5% Side to Side. (IFC Appendix D)		
19) Aerial apparatus access shall be required for all structures over 30 feet in height measured from the lowest level of fire department access to the ceiling height of the highest occupied floor level.		
20) No overhead utility and power lines shall be located within the aerial fire apparatus access.		
21) Speed humps shall meet the approved requirements when placed within Fire Lane Access.		
GATES		
22) Access to gates and through gates shall be in a direct a straight path without curvature for at least 45 feet on either side. • Gates securing fire apparatus access shall provide at least 14 feet in clear width for a single lane and 20 feet for a double lane. • Gates shall be swing or sliding type. • Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access (Knox Switch from www.knoxbox.com) and operations upon power failure. • Multiple gates on site may require interconnection and simultaneous operation. • ACCFES shall approve emergency opening devices.		

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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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 120-3-3[3])**		
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 ½ 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 ½-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)**		

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 120-3-3[3] IFC 504.1.1)**		

GENERAL REQUIREMENTS – FIRE PROTECTION	**OK**	**Absent**
43. Fire sprinkler/fire alarm/hood drawings to be submitted to ACCFES by sub-contractor		
44. Recirculating systems installed in fully sprinkled areas (**OCGA 120-3-3[3] NFPA 96 13.2)**		
45. A residential hood system was installed **(OCGA 120-3-3[3] 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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1.1.3 IFC Appendix D Acknowledgement & IFC 510 Compliance Acknowledgement

Before a Fire Safety Codes Release or Certificate of Occupancy is issued, compliance with International Fire Code Appendix D is required. Additionally, when applicable, International Fire Code Section 510 is required by means of an Emergency Responder Radio Coverage System (ERRCS) installed, tested, and accepted **or** through field testing by an FCC-licensed radio contractor to verify that an EDRRCS is not warranted. A critical element to compliance with this standard is preliminary testing once the building is dried-in.

Applicant will acknowledge and agree to the above requirements during their Construction Plans Review Application submittal.

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1.1.4 Blasting Permit

Site location: _____
_____

Contractor or Authorized Blasting Agent

Company Name: _____
Address: _____
Phone: _____

Blasting Agent: _____
Address: _____
Phone: _____
State License Number: _____

Beginning date: _____ Ending Date: _____

Estimated number of shots: _____

BLAST MUST BE SCHEDULED VIA TELEPHONE AT (706)-613-3365 BEFORE 9:00 AM
(No blasting on weekends)

I _____ certify that I have obtained a blasting permit for the above-described site location. I understand that in accordance with The Code of Athens-Clarke County Title 3, Chapter 7, § 3-7-5(e) there will be a fee assessed of $100 for the blasting permit and one (1) shot. I also understand there will be an additional inspection fee of $30 per shot until the job is completed. I further understand that all blasting shall be conducted in accordance with Chapter 120-3. - Rules of Safety Fire Commissioner and Georgia Code Title 25 - Fire Protection and Safety Chapter 8 - Regulation of Blasting Operations Generally. Failure to comply will result in this permit being revoked.

X _____ X _____
Issuing Officer Blasting Agent

Date: _____ Date: _____

1.1.5 Applicable Codes

The provided information specifies the required building codes that became effective in Athens Clarke County as of January 1, 2020. These codes are adopted from the State of Georgia and cover various aspects of building and fire safety regulations. Here's a list of the codes and standards that have been adopted:

1. **NFPA 101 2018 Life Safety Code Edition with Current Georgia Amendments**: This code focuses on life safety requirements in buildings, such as means of egress, fire protection, and other safety measures.
2. **NFPA 13 2019 Edition with Current Georgia Amendments**: NFPA 13 pertains to the installation of fire sprinkler systems.
3. **NFPA 72 2019 Edition with Current Georgia Amendments**: NFPA 72 addresses fire alarm systems, including design, installation, testing, and maintenance.
4. **NFPA 96 2019 Edition with Current Georgia Amendments**: NFPA 96 covers ventilation and fire protection for commercial cooking operations.
5. **International Building Code, 2018 Edition, with Current Georgia Amendments**: The International Building Code sets forth requirements for building design and construction, including structural, fire, and accessibility provisions.
6. **International Fire Code, 2018 Edition, with Current Georgia Amendments**: This code outlines fire prevention measures, including fire protection systems, hazardous materials, and emergency planning.
7. **International Mechanical Code, 2018 Edition, with Current Georgia Amendments**: The International Mechanical Code provides standards for mechanical systems in buildings, including heating, ventilation, and air conditioning.
8. **National Electrical Code, 2020**: The National Electrical Code (NEC) sets electrical safety standards for electrical systems in buildings.
9. **All current State Amendments (120-3-3)**: This likely refers to any specific amendments or modifications to the adopted codes made at the state level in Georgia.
10. **Local Ordinances and Regulations**: In addition to the state and international codes, local ordinances and regulations specific to Athens Clarke County may also apply to construction projects.

These codes and standards are critical for ensuring the safety and compliance of commercial construction projects within Athens Clarke County. It's important for all relevant parties, including architects, engineers, contractors, and inspectors, to be familiar with and adhere to these codes and standards in their construction and renovation work.

2.1 Summary of Step 2: Plans Review

As we progress further into your project with the Athens-Clarke County Fire Marshal's Office, Step 2 brings us to the critical phase of plan review.

Once your plans have been successfully submitted through our online portal, our dedicated Fire Marshal will meticulously review them. This review focuses on ensuring comprehensive compliance with life safety standards and facilitating proper fire department access.

For a smooth review process, it's imperative that your plans are complete, encompassing all essential information outlined in the building plan review checklist. Incomplete submissions will necessitate a resubmittal to ensure accuracy and adherence to required standards.

Upon meticulous scrutiny, if no discrepancies are found, you will promptly receive approval from the Fire Marshal, enabling you to proceed with obtaining your building permit.

To facilitate this process effectively, please review the Plan Development and Site Plan Checklist & Building Plan Review Checklist shown in Step one.

Ensuring these checklists are diligently completed and included with your plans submission will expedite the review process and move your project along.

Should you have any queries or require further guidance regarding the completion of these checklists or the plans submission process, please don't hesitate to reach out to our office. We are here to assist you in navigating this phase successfully.

Thank you for your cooperation and commitment to adhering to the necessary standards for the safety and success of your project.

3.1 Step 3: Receiving Permit

Congratulations on progressing to Step 3 in your project journey with the Athens-Clarke County Fire Marshal's Office - the acquisition of your permit.

Should you have received any conditions or requirements stemming from Step 2, it's crucial to ensure that all contractors involved submit the necessary plans directly to our Fire Marshal's Office. Kindly forward all plans via email to fire.marshal@accgov.com. Should you require any assistance during this phase, feel free to contact us at 706-613-3365.

Below, we've compiled a list encompassing various checklists that might be pertinent to your project, depending on its specifics:

1. Sprinkler Plan Review Checklist
2. Alarm Plan Review Checklist
3. Fire Pump Checklist
4. Hood Suppression Checklist
5. Standpipe NFPA 14 Checklist
6. Paint Spray Booth Checklist

These checklists serve as essential guides to ensure that your project aligns with the necessary safety standards and regulations specific to your project's scope.

Prompt and thorough submission of the applicable checklists will streamline the permit acquisition process and contribute to expediting the progression of your project.

If you encounter any uncertainties or require further clarification regarding the checklists or the permit acquisition procedure, please don't hesitate to reach out to our team. We're here to assist you every step of the way.

Thank you for your diligence and collaboration in adhering to the required protocols, ensuring the safety and success of your project

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3.1.1 Alarm Plan Review

Reviewer: _____ Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

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

Fire Alarm Company: _____ Phone: (____) ____ - _____

State License # _____ Expires: _____

Contact Email: _____

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

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

Review Date: _____ Approved or Disapproved

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

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DRAWING SUBMITTAL REQUIREMENTS	OK	Absent
1) Email the checklist, drawings, equipment technical data sheets, voltage drop calculations, battery calculations, and scope of work letter to **fire.marshal@accgov.com** (NFPA 72.7.2.1)		
2) Drawings must be to scale with a graphic scale (1/8" = 1 ft scale is preferred)		
3) Label all rooms according to their proposed use. (NFPA 72.7.2.1)		
4) Provide legend/key for all fire alarm components and include the quantities; the fire alarm symbols must comply with the 2019 edition of NFPA 170 (NFPA 72: 7.2.3)		
5) Indicate the person responsible for the system design on the drawing (NFPA 72: 7.2.2)		
6) Provide a low voltage certification with name & and license # and include an original signature of the license holder on the drawings		
7) Provide a riser diagram (NFPA 72: 7.2.1(2)		
8) Provide a sequence of operations in an input/output matrix (NFPA 72: 7.2.1(4))		
9) Provide a wiring legend (specify wire type and size) and show point-to-point system wiring and EOLR locations. Note: SLC, NAC, or other circuits shown in different colors is preferred		
10) Provide penetration details for fire barrier/walls or smoke barriers; must indicate if wiring is in a plenum space		
11) Show the location of FACP and remote power supplies with smoke detectors		
12) Provide surge protection for all circuits entering/exiting a building (NFPA 72: 27.7.3)		
13) Show the documentation cabinet for new fire alarm systems (NFPA 72: 7.7.2.1)		
14) Show the location of the Knox Box and the fire alarm annunciator; the annunciator must be within 10 ft of the main fire department entrance.		
INITIATING DEVICES		
15) Show the location of manual fire alarm boxes where required (NFPA 72: 17.15); provide additional manual fire alarm boxes every 200 ft of travel (NFPA 72: 17.15.9.5)		
16) Show the location of smoke detectors where required by NFPA 72 and NFPA 101		
17) Show the location of detectors in air duct systems; Note: Detectors located in air ducts shall report as supervisory only (NFPA 72: 17.7.5.4.2)		
18) Show the location of other smoke sensing detectors (i.e., beam detectors or air sampling smoke detectors) (NFPA 17.7)		
19) Show the location of smoke detectors for the operation of smoke dampers		
20) Show the location of heat detectors in elevator shafts with sprinklers and where required by code or due to weather conditions.		
21) Show the interface with the kitchen hood/suppression system (NFPA 72: 17.14)		
22) Show the location of sprinkler flow switches for electronic monitoring (NFPA 72: 17.13)		

INITIATING DEVICES	OK	Absent
23) Show the location of other automatic extinguishing systems (i.e., clean agent system or foam system) (NFPA 72: 17.13)		

24) Show the location of all tamper switches for electronic monitoring of all sprinkler control valves, including the PIV (County Ordinance Section 54 and NFPA 72: 17.17.1.1)		
25) Provide pressure supervisory signal-initiating device and off-normal signal for pressure increases and decreases for dry-pipe sprinkler system (NFPA 72: 17.17.1.1)		
26) Provide monitoring of the fire pump per NFPA 20, including pump running, loss of phase, and phase reversal (NFPA 72: 23.8.5.9)		
NOTIFICATION APPLIANCES - AUDIBLE		
27) Provide audible notification to attain 15 dB above the average ambient sound level throughout the building or space (NFPA 72: 18.4.4.1). **Note:** The required sound level must be noted on the drawing and documentation per NFPA 72: 7.3.4.3 must be provided[4]		
28) Provide audible notification at a minimum of 75 dB measured at the pillow level in sleeping areas (NFPA 72: 18.4.6.1). **Note:** Audible appliances must be provided in every sleeping area to attain the required sound level[4]		
29) Show the location of speakers with wattage tap where the building is required to have a Fire Emergency Voice/Alarm Communication System (i.e., assembly occupancies with 300 or more occupants or high-rise buildings)		
30) Provide a note on the drawing to state that the intelligibility of the voice evacuation system will meet the requirements of NFPA 72 Chapter 24 (NFPA 72: 24.4.2.2.1)		
NOTIFICATION APPLIANCES - VISUAL		
31) Show the location of visible appliances (strobes) and indicate the candela rating		
32) Show the height of strobes mounted on the wall (NFPA 72: A.18.5.5.1)		
33) Indicate the ceiling height for ceiling-mounted strobes		
34) Provide strobe spacing in rooms (NFPA 72: A.18.5.5.5(C))		
35) Provide a note on the drawing regarding strobe synchronization where two or more strobes are in the same field of vision (NFPA 72: 18.5.5.5.(2))		
36) Locate strobes in corridors not more than 15 ft from the end of the corridors and not more than 100 ft between strobes (NFPA 72: 18.5.5.6.5). Note: Corridors exceeding 20 ft in width must use the spacing requirements of NFPA 72: 18.5.5.5		
37) Provide strobes in sleeping areas where required per Table 18.5.5.7.2 (NFPA 72: 18.5.5.8)		
38) Provide visual notification in office spaces greater than 300 sq ft. or two or more workstations (2010 ADA)		

EMERGENCY CONTROL FUNCTION INTERFACES	OK	Absent
39) Provide initiating devices in areas for elevator recall as required by ANSI/ASME A17.1/CSA B44 (NFPA 72: 21.3.1)		
40) Provide lobby smoke detector within 21 ft of the centerline of the elevator bank for elevator recall (NFPA 72: 21.3.5.1)		

41) Provide smoke detectors in sprinklered hoistways (NFPA 72: 21.3.7). Note: Smoke detectors shall not be installed in unsprinklered elevator hoistways unless they are installed to activate the elevator smoke relief equipment		
42) Show the location of all doors on hold opens with compliant smoke detector location per NFPA 72: 17.7.5.6 (NFPA 72: 21.8). **Note:** Smoke detectors for door release to only report as a supervisory signal.		
43) Show the location of electrically locked doors (i.e., magnetic locks or access-controlled doors) (NFPA 72: 21.9)		
SUPERVISING STATION ALARM SYSTEMS		
44) Provide a note on the drawing stating how the fire alarm system will be monitored by a supervising station (NFPA 72: Chapter 26)		

[1] The above is not an all-inclusive list; all applicable codes for fire alarm systems must be met
[2] Special locking arrangements include access control doors, delayed egress locks, and elevator lobby exit access door assemblies
[3] A key plan must be maintained at each FACP and the sprinkler riser room where multiple FACPs on the premises are connected to a single flow switch
[4] An audible sound level test report is required to be provided to the Life Safety Inspector

Athens-Clarke County
Fire & Emergency Services

3.1.2 Commercial Cooking Plan Review

Reviewer: _____ Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

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

Company Name: _____ Phone: (____) ____ - _____

Contact Email: _____

State License # _____

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

Fire Pump Present: Y: ☐ N: ☐ N/A: ☐ Special Locking Arrangements Y: ☐ N: ☐ N/A: ☐

Fire Alarm Present: Y: ☐ N: ☐ N/A: ☐

Review Date: _____ Approved or Disapproved

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

Athens-Clarke County
Fire & Emergency Services

COMMERCIAL SYSTEM - HOOD	OK	Absent
1. The Mechanical contractor shall submit plans.		
2. Wall details showing the construction of the wall behind the hood are detailed on the plans.		
3. Hood height and ceiling height are detailed on plans with the ceiling-to-the-hood interface shown.		
4. Hood system components are to be separated 18" from combustible material, 3" from limited combustible material, and 0" from non-combustible material or as detailed in the listing. **[4.2]**		
5. Clearance reductions provided. **[4.2.3]**		
6. Protection is provided on the wall from the bottom of the hood to the floor or to the top of the non-combustible material extending to the floor. **[4.2.4.3]**		
7. Hood constructed of steel ≥0.043" (18 gauge) steel, ≥0.037" (20 gauge) stainless steel, or as listed. **[5.1.1]***		
COMMERCIAL SYSTEM - DUCTS		
8. Ductwork is to be shown from the hood to the exhaust location.		
9. Ducts shall not pass through firewalls. **[7.1.1]**		
10. Ducts shall lead directly to the exterior of the building **[7.1.2]**		
11. Ducts shall not be interconnected with any other building ventilation or exhaust systems. **[7.1.3]**		
12. Openings are provided at the sides or tops of the duct, at changes in direction, and on every floor where entry is not provided. **[7.3.1, 7.4.2.2]** Unless access is provided from the duct entry or discharge. **[7.3.3]**		
13. Ducts are to be separated 18" from combustible material, 3" from limited combustible material, and 0" from non-combustible material or as detailed in the listing. **[7.2]**		
14. Clearance from duct or exhaust fan to the interior surface of enclosure of combustible construction ≥ 18", enclosure of noncombustible or limited-combustible construction ≥ 6". **[7.7.2.2]**		
15. Ducts are to be constructed of carbon steel ≥ 0.054" (16 gauge) thickness or ≥0.043" (18 gauge) thick stainless steel. **[7.5.1]***		
16. Note on plans: *Butt-welded joints shall not be permitted.* **[7.5.5.2]**		
17. Exterior installations are to be separated 18" from combustible material, 3" from limited combustible material, and 0" from non-combustible material or as detailed in the listing. **[7.6.3]***		
18. Duct enclosures are to have a fire-resistance rating equal to the barrier being penetrated, where breaching fire barriers. **[7.7.1]**		

COMMERCIAL SYSTEM - DUCTS	OK	Absent
19. Duct enclosures in buildings < 4 stories in height are to be rated 1 hour minimum, ≥ four stories 2 hours minimum. **[7.2.2.1]**		
20. Openings in duct enclosure walls are protected by listed fire door assemblies with proper ratings **[7.7.4.1]**		

21. Multiple ducts in a single enclosure are not permitted w/out AHJ approval. **[7.7]**		
COMMERCIAL SYSTEM – ROOFTOP TERMINATIONS		
22. Exhaust discharge shown with a minimum 10' horizontal clearance from the outlet to adjacent buildings, property lines, and air intakes. (Plan to include dimensions) **[7.8.2.1(1)]**		
23. Exhaust discharge shown with a minimum 5' horizontal clearance from the outlet (fan housing) to any combustible structure. (Plan to include dimensions) **[7.8.2.1(2)]**		
24. Show the location of the exhaust and all air intakes. Maintain a vertical separation of 3' when any air intakes within 10' of the exhaust outlet. (Plan to include dimensions) **[7.8.2.1(3)]**		
25. Grease collection device provided. **[7.8.2.1(4)(5)(6)(7)]**		
26. A hinged upblast fan supplied with flexible weatherproof electrical cable and hold-open retainer, listed for the use, when: **[7.8.2.1(8)]** a) Fan attaches to the ductwork that is a minimum of 18" away from any roof surface, including roofing materials that ran up the curbing. (Plan to include dimensions) b) Fan discharges at a minimum of 40" from the roof surface, including roofing materials running up the curbing. (Plan to include dimensions)		
COMMERCIAL SYSTEM – WALL TERMINATIONS		
27. Terminates through **non-combustible** wall with minimum 10' clearance from outlet to adjacent buildings, property lines, grade levels, combustible construction, electrical equipment or lines, and closest point of any air intake or operable door or window below the plane of exhaust termination. **[7.8.3(1)]**		
28. Fan hinged with hold open retainer and supplied with flexible weatherproof electrical cable, listed for the use, supplied with a grease collection device. **[7.8.3(7)]**		
COMMERCIAL SYSTEM – AIRFLOW		
29. Air Velocity through the duct is detailed not to be less than 500 feet per minute. **[8.2.1.1]***		
30. The Hood exhaust system operates automatically during cooking operations (gas installation). **[IFGC 505.1.1]**		

COMMERCIAL SYSTEM – SOLID FUEL COOKING	OK	Absent
31. Spark arrester provided. **[14.1.6 & 14.1.7]**		
32. Exhaust system separated from all other exhaust systems. **[14.3.3]**		
33. Wall termination is not permitted. **[14.4.4]**		
34. All solid fuel appliances with fireboxes of 5 cubic feet of volume or less are to be provided with a minimum 2A-rated water-type fire extinguisher or a 1.6-gallon wet chemical fire extinguisher listed for Class K fires per NFPA 10 in the immediate vicinity of the appliance. **[14.7.8]**		

35. Solid fuel cooking appliances are to be installed on floors of noncombustible construction that extend 3' in all directions from the appliance unless the appliance is listed for a smaller clearance. **[14.9.1]**		
36. Where fuel is stored in the same building as the solid fuel appliance, fuel shall be stored only in areas with walls, floors, and ceilings of non-combustible construction ≥3' past the outside dimensions of the pile of stored material. **[14.9.2.5]**		
37. All fuel storage piles ≤5' are provided with a portable fire extinguisher. **[14.7.8]**		
38. All fuel storage piles >5' are required to be protected by automatic sprinkler installed per NFPA 13 and acceptable to the AHJ. **[14.9.2.8]**		

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.

Athens-Clarke County
Fire & Emergency Services

3.1.3 Emergency Communications Plan Review Checklist

Reviewer: _____ Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

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

Company Name: _____ Phone: (____) ____ - _____

Contact Email: _____

State License # _____

Radio System Type: BDA Y☐ N☐ DAS Y ☐N ☐ Radiating Cable: Y☐ N☐

Radio Donor Site: _____ Number of Remote Amplifiers: _____

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

Fire Pump Present: Y: ☐ N: ☐ N/A: ☐ Special Locking Arrangements Y: ☐ N: ☐ N/A: ☐

Fire Alarm Present: Y: ☐ N: ☐ N/A: ☐

Review Date: _____ Approved or Disapproved

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

Athens-Clarke County
Fire & Emergency Services

DRAWING SUBMITTAL REQUIREMENTS	OK	Absent
1. Plans shall be clearly labeled and legible.		
2. Plans shall include a single-line wiring diagram, including cable type.		
3. Plans shall include a title sheet with full specifications and a system operational description.		
4. The plans shall include the Manufacturer's specifications and cut sheets.		
5. Plans shall include a vicinity map that includes Athens Clarke County system towers and building latitude and longitude.		
6. Plans shall include details of system supervision and central station monitoring per IFC 510.4.2.4(3). Monitoring by the FACP is the preferred method. Signals shall be supervisory.		
7. Plans shall show a grid pattern for each level, not less than 20 grids per floor. Floors greater than 32,000 sf shall utilize a maximum 40-ft x 40-ft grid.		
8. Floor plans for each level (basement included) must show anticipated signal levels in each grid.		
9. Plans shall indicate the location of all system components.		
10. Plans shall identify critical areas as defined in NFPA 72, 24.5.2.2.1		
11. Location and anticipated talk-in signal level at the closest tower site (-95dBm required)		
12. All critical areas -as defined in NFPA 72- SHALL BE COVERED WITH A MINIMUM OF -95dBm, showing anticipated signal coverage in each area for talk-in and talk-out.		
13. Shall be capable of transmitting all ACCFES 7/800 MHz frequencies and modulation technologies		
14. All system electronics shall be enclosed in NEMA 4 cabinet; batteries must be separate or utilize a sound-engineered design. When using sealed batteries, separate battery cabinets are not required to be NEMA 4 compliant.		
15. Two independent power supplies shall be provided; the secondary supply must provide a 24-hour supply at 100% of the maximum current draw (show calculations). When using an NFPA 110 emergency generator, a minimum of 8 hours of run-time is required.		
16. A dedicated monitoring panel is provided in the fire command center (If there is a command center)		
17. Annual testing is required per IFC 510. All submissions shall include a proposal between the owner and an approved testing agency for annual testing, inspection, and re-certification. Building owners must acknowledge the necessity of annual testing by means of a written statement scanned onto the plan set.		
18. System acceptance and testing criteria shall be provided for review and approval.		
19. System certification shall be provided and shall include a complete catalog of all tests and signal levels achieved after installation.		

DRAWING SUBMITTAL REQUIREMENTS	OK	Absent
20. Complete system acceptance testing documentation shall be kept on-site in a document box located at the BDA cabinet.		

21. Adequate means to protect all fire-rated penetrations shall be detailed in the plan set		
22. All cables shall be documented to be rated for their respective use, plenum, riser, etc.		
23. ERRC Designs shall bear both an FCC General Radio License and Low Voltage License credentials and signatures. Original signatures are required on the cover page of all plan sets.		
24. Provide the FCC General Radio License for the lead installation technician. All ERRC installations require a Low-Voltage Permit through the applicable permit office.		

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.

Athens-Clarke County
Fire & Emergency Services

3.1.4 Fire Pump Checklist

Reviewer: _____ Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

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

Fire Sprinkler Company: _____ Phone: (____) ____ - _____

Contact Email: _____

Type: Wet: ☐ Dry: ☐ Pre-action: ☐ Combination: ☐

Total number of heads: _____

Fire Pump Make: _____ Model: _____

Fire Pump GPM Rating: _____

Review Date: _____ Approved or Disapproved

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

Athens-Clarke County
Fire & Emergency Services

Fire Pump Plan Review Checklist	Pass	Fail	N/A
1) IN PDF emailed to fire.marshal@accgov.com or USB Flash Drive mailed to 700 College Ave Athens Ga 30601 (Please do NOT submit paper copies) - Provide one (1) set of drawings, 1 set of calculations, 1 set of submittal data (scope of work on letterhead, specification sheets for all components)			
2) Equipment is listed for intended use; product listing data sheets are provided, 5.1.2.1, 5.7.			
3) A copy of a fire hydrant flow test summary sheet is provided, including static and residual pressures, flow rate, and the flow and test hydrant(s) location.			
4) Plan view and cross-sectional views of installed equipment are provided, 5.2.			
5) Room dimensions are provided.			
6) Equipment symbol legend is provided.			
7) Plot plan illustrating connection to the water supply pipe and pipe diameter and the pipe routing from the source to the fire pump.			
8) Driver, pump, and controller manufacturer, respective models, and driver type are specified.			
9) A copy of the factory pump test curve is provided,			
10) Pump GPM rating: Head rating: RPM is provided.			
11) A pressure gauge complying with 5.10.1 is detailed as installed near the discharge casting.			
12) A compound and vacuum pressure gauge complying with 5.10.2.1 are detailed as installed to the suction pipe,			
13) An automatic relief valve complying with 5.11.1 is detailed as installed on the discharge side of the pump before the discharge check valve, and it discharges to the drain. This requirement does not apply to engine-driven pumps that provide cooling water from its discharge to the engine.			
14) A nonsprinklered fire pump room is separated by a 2-hour fire barrier. A sprinklered fire pump room in a nonsprinklered building is separated by a 2-hour fire barrier. A sprinklered fire pump room in a sprinklered building is separated by a 1-hour fire barrier. An exterior fire pump building is separated from adjacent buildings by at least 50 ft., Table 5.12.1.1.			

Fire Pump Plan Review Checklist	Pass	Fail	N/A
15) The fire pump room containing a diesel pump driver and fuel storage tanks is protected by an automatic sprinkler system in compliance with NFPA 13. 5.12.1.3.			

16) Outdoor fire pump unit is placed at least 50 ft. from any building that would be an exposure, 5.12.1.2.			
17) When required by the environment or engine manufacturer, the fire pump room has a heat source in accordance with Section 5.12.2.			
18) Emergency lighting for the fire pump room is provided in accordance with section 5.12.4.			
19) Ventilation is provided in the pump room, 5.12.5.			
20) The coupling guards for the flexible couplings or shaft connections between the pump driver and pump are noted or illustrated in 5.12.7.			
21) The size and type of pump suction and discharge pipe used are specified and detailed.			
22) Steel pipe size is specified for aboveground pipe, 5.13.1.			
23) The method of joining the steel pipe is specified in 5.13.2.			
CENTRIFUGAL PUMPS:			
24) The selected centrifugal pump is specified and meets the design requirements of 6.1.1.			
25) The application of a centrifugal pump complies with the requirements of section 6.1.2.			
26) The foundation and setting for the pump are detailed and in compliance with section 6.4.			
27) The method of securing the pump base plate to the foundation is detailed, 6.4.3.			
POSITIVE DISPLACEMENT PUMPS:			
28) The pump is listed for its intended use, and the listing verifies the pump's performance curves, 8.1.2.			
29) Detailed are compound suction and discharge pressure gauges, and a listed safety relief valve locations, 8.4.			
30) The pump foundation, support, anchoring, etc., design is detailed on the plans and in compliance with section 8.7.			
31) A means for flow testing is provided, and the piping schematic is provided, 8.9.			

Fire Pump Plan Review Checklist	Pass	Fail	N/A
DRIVER INFORMATION:			
32) Type: Manufacturer: Model: Rated H.P.: RPM: are provided.			
33) If the pump uses a diesel driver, calculations indicating the number of hours of fuel supply are provided.			
CONTROLLER INFORMATION:			
34) Manufacturer: Model: are provided.			
ELECTRIC DRIVE			

35) An electrical circuit schematic is provided.			
36) When provided, the electrical schematic shall detail the design for the secondary power circuit and transfer equipment is provided, 9.2.4.			
37) A second power source is provided in accordance with 9.2.4 when electric motors are used, and the building height exceeds fire apparatus pumping capability, 9.2.1.2.			
38) Supply conductors shall directly connect to a listed combination fire pump controller and transfer switch or to a disconnecting means and one or more overcurrent protective devices, 9.2.5.4.			
39) Circuit conductors feeding fire pump(s) shall be dedicated and protected from fire, structural failure, or operational accident, 9.3.1.			
40) Circuits that supply the electric motor and that directly connect the power source to a listed pump controller are designed with a means of power continuity in accordance with 9.3.2.2.			
41) The electric motor is listed for fire pump service and meets the construction, horsepower, and locked rotor current requirement of section 9.5.1.1.			
42) When an on-site generator is required to meet the power reliability requirements of NFPA 20, it has the capacity to run under the loads identified in section 9.6.1. The loads are specified and provided.			
43) Required generator(s) shall comply with the foundation requirements in section 6.4 and be of the level, type, and class specified in section 9.6.2. The system shall be designed in accordance with NFPA 110 and have a minimum fuel supply to operate the fire pump at its 100 percent rated capacity, 9.6.2.			
44) Transfer of power shall occur in the pump room, 9.6.4.			
45) The controller installation is detailed. It is located near and in sight of the motors it controls, and energized controller components are provided working clearances in accordance with the National Electrical Code Article 110. NFPA 20 10.2.			

Fire Pump Plan Review Checklist ELECTRIC DRIVE	**Pass**	**Fail**	**N/A**
46) The fire pump controller is listed for use with an electric motor-driven fire pump and labeled in accordance with section 10.1.2.1.			
47) The controller and accessories are mounted on a single noncombustible support foundation, 10.3.2.			
48) Enclosures for the controller and accessories are in compliance with Section 10.3.3.			
49) Controllers shall be provided with a voltage surge arrestor, isolating switch, circuit breaker, locked rotor protection, and motor contacts in accordance with sections 10.4.1 through 10.4.5.			

50) Provided and detailed is an alarm circuit and a signal device at a constantly attended location when the pump room is not constantly attended. The alarm signal transmission occurs in accordance with Sections 10.4.7.2(A) through 10.4.7.2(D), 10.4.7.			
51) When required, the dedicated fire pump transfer switch location is detailed, the listing data sheets are provided, and the design complies with Section 10.8.3.			
52) When required, one dedicated transfer switch is assigned to a fire pump, 10.8.2.3.			
DIESEL DRIVER:			
53) The engine is a compression ignition type and is listed for fire pump service, 11.1.2.1 and 11.2.1.			
54) The engine meets the rating requirements of section 11.2.2.			
55) The engine connection to the fire pump is noted and designed in compliance with Section 11.2.3.			
56) The engine is equipped with a governor complying with the requirements of Section 11.2.4.1.			
57) When the engine uses a variable speed pressure limiting control system, it is noted on the plans and complies with Section 11.2.4.2.			
58) The engine is equipped with an overspeed shutdown device that complies with Section 11.2.4.3.			
59) The engine is equipped with an instrument panel containing a tachometer, oil pressure gauge, and temperature gauge, 11.2.4.4-11.2.4.7.			

Fire Pump Plan Review Checklist **DIESEL DRIVER**	Pass	Fail	N/A
60) Batteries have two means of recharging detailed, and the chargers are listed for fire pump service and comply with the requirements listed in Sections 11.2.5.2.3 and 11.2.5.2.4.			
61) Detailed or noted on the plans is that each engine has two batteries that are rack supported, and current carrying parts (cables) are not less than 12 in. above the floor, 11.2.5.2.1.1. and 11.2.5.2.5 -.6			
62) The engine cooling system is closed-circuit liquid type and is specified as radiator or heat exchange type, 11.2.6.			
63) Adequate ventilation is provided for the pump room and the engine, 11.3.2.			
64) Fuel supply tank capacity calculations are provided and are at least 1 gallon per horsepower plus 5 percent volume for expansion and 5			

percent volume for sump, 11.4.3, and the fuel supply tank design complies with IFC 34.			
65) Fuel piping is designed in compliance with Section 11.4.6.			
66) The controller is listed for use with diesel engine-driven fire pumps and labeled in accordance with Section 12.1.3.			
67) The controller installation is detailed. It is located near and in sight of the engine it controls, and energized controller components are provided working clearances in accordance with the National Electrical Code Article 110, 12.2.2 -.4.			
68) The controller and accessories are mounted on a single noncombustible support foundation, 12.3.2.			
69) Enclosures for the controller and accessories are in compliance with Section 12.3.3.			
70) Provided and detailed is an alarm circuit and a signal device(s) in the engine room. The visible indicators and a common alarm signal occur in accordance with events listed in sections 12.4.1.3(1) through 12.4.1.3(11), 12.4.			
71) When the pump room is not constantly attended, the alarm and signal devices are remote from the controller in a constantly attended location and are detailed and designed in accordance with section 12.4.2.			
72) Engine exhaust is vented to the exterior and where the exhaust will not harm persons or endanger buildings, 11.5.			

Fire Pump Plan Review Checklist **DIESEL DRIVER**	Pass	Fail	N/A
73) Engine exhaust piping connections, diameter, clearances to combustible materials, and termination points are detailed and designed in accordance with Section 11.5.3.			
OTHER			
74) The pump room shall have suitable means to maintain the temperature >40 degrees F.			
75) Valves shall be electrically supervised in their normal position, includes test valves.			

Additional Comments:

Athens-Clarke County
Fire & Emergency Services

The above is not an all-inclusive list – all buildings 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.

Athens-Clarke County
Fire & Emergency Services

3.1.5 Paint Spray Booth Plan Review Checklist

Reviewer: _____ Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

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

Company Name: _____ Phone: (____) ____ - _____

Contact Email: _____

State License # _____ Type of System:

☐ Automatic Wet ☐ Manual Wet
☐ Automatic Dry ☐ Manual Dry

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

Fire Pump Present: Y: ☐ N: ☐ N/A: ☐ Special Locking Arrangements Y: ☐ N: ☐ N/A: ☐

Fire Alarm Present: Y: ☐ N: ☐ N/A: ☐

Review Date: _____ Approved or Disapproved

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

Athens-Clarke County
Fire & Emergency Services

GENERAL INFORMATION	OK	Absent
1. Correct Job name and address on drawings.		
2. Drawings must be scaled or indicate the dimensions.		
3. Key Plan: show the location of the proposed spray booth in relation to any adjacent structures.		
4. Show the top view of the drawing and include the location of walls, windows, and doors.		
5. Section/Elevation view showing all required offset measurements, including the exhaust and new spray area.		
6. Scope of Operations letter on company letterhead provided.		
BOOTH CONSTRUCTION		
7. Walls, doors, and ceilings that intersect or enclose a spray area shall be constructed of noncombustible or limited-combustible materials or assemblies and shall be securely and rigidly mounted or fastened. (**NFPA 33 5.1)**		
8. Interior surfaces of the spray area are smooth, designed, and installed to prevent pockets that can trap residues and designed to facilitate ventilation and cleaning. (**NFPA 33 5.1)**		
9. The floor of the spray area shall be constructed of noncombustible material, limited-combustible material, or combustible material that is completely covered by noncombustible material. (**NFPA 33 5.1.2)**		
10. Enclosed spray booths shall be provided with means of egress that meet LSC. (**NFPA 33 5.1.4)**		
11. Spray booths shall be separated from other operations by a minimum distance of 3 ft or by a partition, wall, or floor/ceiling assembly having a minimum fire resistance rating of 1 hour. (**NFPA 33 5.5)**		
12. A spray booth may be closer than 3ft to an exterior wall or a roof assembly, provided they are constructed of noncombustible material and the spray booth can be maintained and cleaned. (**NFPA 33 5.5.2.1 Exception 2)**		
SPRAY ROOM CONSTRUCTION		
13. Spray rooms shall be constructed of and separated from surrounding areas of the building by construction assemblies that have a fire-resistance rating of 1 hour. (**NFPA 33 5.1.6)**		
14. Spray rooms shall be provided with means of egress that meet LSC. (**NFPA 33 5.1.7)**		
BOOTH VENTILATION REQUIREMENTS		
15. The operating controls of the spray apparatus shall be arranged so that the spray apparatus cannot function unless the exhaust fans are operating and for a sufficient time thereafter to allow the vapors from drying coated objects or material and residues to be exhausted. **(NFPA 33 7.2.3)**		
16. The exhaust duct discharge point shall be at least 1830 mm (6 ft) from any exterior wall or roof. (**NFPA 33 7.4)**		

FLAMMABLE AND COMBUSTIBLE LIQUIDS	OK	Absent
17. The volume of Class I, Class II, and Class IIIA liquids stored in a storage cabinet shall not exceed 120 gal. (**NFPA 33 8.2.1)**		

18. Mixing rooms shall meet all of the following requirements: **(NFPA 33 8.3.3)** a) The area of the mixing room shall not exceed 150 ft^2. **(NFPA 33 8.3.3 (2))** b) The mixing room shall be designed to contain a spill of the contents in the room. **(NFPA 33 8.3.3 (4))** c) The mixing room shall be provided with continuous mechanical ventilation capable of providing air movement of not less than 150 ft^3 per minute. The ventilation system shall be in operation at all times. **(NFPA 33 8.3.3 (5))** d) The mixing room shall be provided with a portable fire extinguisher(s) located in accordance with NFPA 10. e) Threshold detail provided to meet safety requirements of LSC.		
19. The amount of liquid in a single spray area shall not exceed 60 gal. (**NFPA 33 8.3.3)**		
PROTECTION		
20. Spray areas, which include, by definition, any associated exhaust plenums and exhaust ductwork, any particulate filters, any solvent concentrator units, any recirculation air supply units, and mixing rooms, shall be protected with an approved automatic fire protection system. (**NFPA 33 9.1)**		
21. Automatic fire protection system shall be permitted to be and shall be installed in accordance with NFPA 13, NFPA 16, NFPA 12, NFPA 17, or NFPA 2001. (**NFPA 33 9.1.3)**		
22. The fire alarm and fire protection system shall be supervised in accordance with NFPA 72. (**NFPA 33 9.1.4)**		
23. Air make-up systems and spray area exhaust systems shall remain functioning during any fire alarm condition. (**NFPA 33 9.2)**		
24. An automatic sprinkler system shall be designed for Extra Hazard (Group 2) occupancies. (**NFPA 33 9.6.2)**		
25. The water supply shall be sufficient to supply all sprinklers likely to open in any one fire incident without depleting the available water for use in hose streams. (**NFPA 33 9.6.3)**		
26. Water for the automatic sprinkler system shall be permitted to be supplied from domestic water systems, provided the domestic supply can meet the demand for Extra Hazard (Group 2). (**NFPA 33 9.6.4)**		
27. The sprinkler system shall be controlled by a separate, listed indicating valve(s), operable from floor level. (**NFPA 33 9.6.5)**		

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.

Athens-Clarke County
Fire & Emergency Services

3.1.6 Standpipe Plan Review

Reviewer: _____ Date: _____

Job Name: _____

Address: _____

City: _____ Zip: _____

Complex Name: _____

General Building Information

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

Company Name: _____ Phone: (____) ____ - _____

Contact Email: _____

State License # _____ Type of System:

☐ Automatic Wet ☐ Manual Wet
☐ Automatic Dry ☐ Manual Dry

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

Fire Pump Present: Y: ☐ N: ☐ N/A: ☐ Special Locking Arrangements Y: ☐ N: ☐ N/A: ☐

Fire Alarm Present: Y: ☐ N: ☐ N/A: ☐

Review Date: _____ Approved or Disapproved

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

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GENERAL INFORMATION	OK	Absent
1. Provide cut sheets for all equipment used. (PRV's, Hose Valves)		
2. Provide a legend for all devices with quantities on the plans.		
3. Hose valve locations shall be unobstructed and from 3'-0" to 5'-0" off the floor.		
4. Hose valve connections located in stairways must be placed on intermediate levels.		
5. Equipment must be listed for the rated pressure on the system.		
6. Hydrant to be within 100' of each FDC		
7. Each standpipe must have a means of draining. A drain valve and piping located at the lowest point of the standpipe piping downstream of the isolation valve must be provided to discharge water at an approved location. (sizing in accordance with NFPA 14)		
8. A permanently installed 3" drain riser shall be provided adjacent to each standpipe equipped with a pressure-regulating device to facilitate tests of each device.		
9. Each hose outlet must have a 2-1/2" national standard thread valve and cap.		
10. All high-rise buildings must have two remote FDCs showing both locations.		
11. Provide hydraulic calculations that can be accurately reviewed. Calculations must provide a minimum of 100 psi residual pressure while flowing 500 gpm. (Must clearly show all hydraulic nodes used and completely calculate back to the main pressure source)		
12. Provide isolation valves so any standpipe can be isolated without interrupting the supply to other standpipes for the main supply. Show all isolation valve locations on your plans.		
13. When the most remote portion of a non-sprinklered floor or story is located in excess of 150 travel distance, additional hose valves must be provided. When a sprinkled building's most remote portion is in excess of 200' of travel distance, additional hose valves must also be provided.		
14. Must have rooftop hose outlet. Provide details and show the location.		
15. The FDC must be downstream of any Fire Pumps and no valves between. (provide detail)		
16. Show the type and locations for all hangers and pipe support. (provide detail)		
17. Show a cross-section of how the pipe will be running to scale and indicate where the sprinklers are fed.		
18. All Fire Rated Penetrations need to be shown on the plans. Provide a detailed and listed design number. (must have a general note if not applicable)		
19. Provide a means of draining all low points of the system piping.		
20. Provide a Plan View to scale. Standpipe, hose valves & PRVs do not impede the path of egress.		

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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3.1.7 Sprinkler Plan Review

FIRE SPRINKLER SYSTEM FOR NFPA 13/13 R	Pass	Fail	N/A
1. In PDF format, email fire.marshal@accgov.com or mail a USB Flash Drive to 700 College Ave Athens GA 30601 (Please do NOT submit paper copies) - Provide one (1) set of drawings, 1 set of calculations, 1 set of submittal data (scope of work on letterhead, specification sheets for all components)			
2. Declaration of Applicable Current Codes: NFPA 13 (2019), NFPA 101 (2018), 120-3-3 Rules and Regulations.			
3. Certificate of Competency or PE seal, including the original signature			
4. Working plans shall be drawn to an indicated scale; a common scale (1/8" = 1' is preferred), including a graphic representation of the scale used. **(NFPA 13 27.1.3)**			
5. Location key map and north arrow to define the location of work within a building **(NFPA 13 27.1.3)**			
6. Label all rooms and specify hazard class per area **(NFPA 13 27.1.3)**			
7. Provide a legend for system components and sprinkler heads: Quantity (total page & total project), SIN #, Make, Type, Sensitivity, K-Factor, Diameter, Temp Rating, Max spacing **(NFPA 13 27.1.3)**			
8. Provide a copy of the FIRE LINE APPROVED utility plan for new sprinkler systems**;** Show the location of FDC, PIV, and related supply. **A remote FDC is preferred**			
9. Provide an accurate riser detail. **(NFPA 13 27.1.3)**			
SPRINKLER COVERAGE			
10. Basic Requirements: Verify spacing, location, and position of sprinklers **(NFPA 13 9.1)**			
11. Provide general notes and code references where sprinklers are to be omitted. **(NFPA 13 9.2)**			
12. Provide total square footage for the area protected by a fire sprinkler system.			
13. Show ceiling heights and branch line elevations with deflector positions.			
14. Show PRV locations and settings.			
15. Show the method of freeze protection and include details **(NFPA 13 A.8.6)**			
SPRINKLER COVERAGE CONTINUED			
16. Identify the FDC piping, pipe size, check valve location, and ball drip.			
17. Provide inspectors with the test, auxiliary, and remote drains.			

18. Provide a method for flushing at systems demand when a backflow device is required.			
19. Provide hanger detail for each hanger used and show spacing per table			

OBSTRUCTIONS, CONCEALED SPACES & SPECIAL SITUATIONS	Pass	Fail	N/A
20. Identify ceiling pockets, stairways (void spaces under), elevators/hoist-ways, exterior projections, electrical/mechanical/janitorial rooms, overhead doors, and storage/warehouse rooms			
21. Identify deflector to deck and ceiling construction type, insulated or non-insulated, and provide slopes of ceilings **(NFPA13 9.5)**			
22. Identify the clearance between the deflector and the top of the storage/contents of the room.			
23. Identify obstructions to sprinkler discharge pattern development.			
24. Skylights shall comply with **(NFPA 13 9.3.16 and NFPA 13 9.2.17)**; many situations no longer require sprinklers			
25. Identify obstructions > 4', including ductwork, open grate floors, and cloud ceilings; **provide a general note.**			
26. Identify temperature-restrictive areas, hanging heaters, or other heat-producing devices; **provide a general note.**			
27. Provide a general note to Identify all canopies, loading docks, or similar areas**.**			
CONSTRUCTION & MATERIALS			
28. Show all pipe materials, schedules, pipe sizes, cut lengths, and routing to include changes in elevations **(NFPA 13 27.1.3)**			
29. Provide documentation to support that all materials, system components, and hardware are listed for fire service or intended use. **(NFPA 13 27.1.3)**			
30. Provide a listed detail for penetrations and identify any firewalls, barriers, or partitions. **(NFPA 13 27.1.3)**			
CONSTRUCTION & MATERIALS CONTINUED	**Pass**	**Fail**	**N/A**
31. Provide elevation drawings showing ceiling/floor slope and construction and incorporate sprinkler system: multiple elevation drawings may be required **(NFPA 13 27.1.3)**			
32. Provide a detail showing exposed dry barrel length (minimum 2" from the face of fitting to insulation)			
DRY/ PREACTION SYSTEM			
33. Provide capacity in gallons for dry pipe systems			
34. Identify the slope and direction of the slope for sprinkler piping.			
35. Show the location of remote drains where required.			
36. Show the type and location of alarms and valves for pre-action, dry, or deluge pipe valves **(NFPA 13 27.1.3)**			

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HYDRAULIC CALCULATIONS – REQUIRED FOR NEW OR MODIFICATION OF THIRTY OR MORE SPRINKLER HEADS	Pass	Fail	N/A
37. All remote areas are clearly defined and call out the design data for the remote area.			
38. Water demand requirements and design areas are marked for the applicable areas (occupancy hazard/special design)			
39. Remote areas with 30% increase: Dry pressure and ceiling slope greater than 2 in 12.			
40. Provide a map locating flow/static hydrants, elevation, date, and witness of the flow test within six months of submittal.			
41. Call out the backflow model and meter. **(NFPA 13 27.1.3)**			
42. Provide static pressure, residual pressures, and flow of the water supply **(NFPA 13 27.1.3)**			
43. Provide elevations of the hydrant, the base of the riser, sprinklers, and junction points **(NFPA 13 27.1.3)**			
44. Hydraulic reference points must be shown; include the test hydrant, meter, and backflow **(NFPA 13 27.1.3)**			

The above is not an all-inclusive list – all buildings 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.

4.1 Summary of Step 4 Inspections

In the plan review process, Step 4 involves inspections conducted by the Athens-Clarke County Fire Marshal office to ensure compliance with current building codes, specifically for projects with sprinkler systems. There are two inspections needed at this step.

- Hydrostatic Test
- 80% / Coverup Sprinkler Inspection

To schedule this inspection, individuals are directed to call 706-613-3365. While efforts are made to provide prompt service, staffing limitations might result in inspections taking up to 5 business days to be carried out. A checklist is provided to assist in preparing for this inspection, detailing what aspects will be assessed.

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4.1.1 Fire Marshal's Office
Hydrostatic Test

Hydrostatic Test	Pass	Fail	N/A
1. Scheduling- The contractor shall schedule the inspection by calling 706-613-3365. The contractor will receive the earliest available appointment.			
2. **Hour Test -** The contractor is responsible for verifying that all piping and attached equipment to the system subjected to system working pressure has been under 200 psi of pressure for a minimum of 2 hours prior to the inspection. Example: Timestamped photograph of pressure gauge. (A drop in the gauge pressure or visual leakage shall determine loss.)			
3. **High Pressure Systems -** Portions of systems normally subjected to system working pressures in excess of 150 psi shall be tested at a pressure of 50 psi in excess of system working pressure.			
4. **FDC Piping -** Piping between the exterior FDC and the check valve in the fire department inlet pipe shall be hydrostatically tested in the same manner as the balance of the system.			
5. **Release Pressure -** After verifying that the system has maintained the required 200 psi for 2 hours, release pressure and confirm the test gauge returns to zero. (A gauge that does not return to zero could be an indication that the gauge was pegged.)			
6. **Dry Pipe Systems -** In addition to the standard hydrostatic test, an air pressure leakage test at 40 psi shall be conducted for 24 hours. Any leakage that results in a loss of pressure in excess of 1 ½ psi for the 24 hours shall be corrected. This test will have to be scheduled for a different day to allow for the 24 hours test.			

Additions or Modifications:	Pass	Fail	N/A
7. **20 or Fewer Heads -** Additions or Modifications affecting 20 or fewer sprinklers shall not require testing in excess of system working pressure.			
8. **More Than 20 Heads -** Additions or Modifications affecting more than 20 sprinklers, the new portions shall be isolated and tested at not less than 200 psi for 2 hours. (Additions or Modifications that cannot be isolated, such as relocated drops, shall not require testing in excess or system working pressure.			
9. **Work Affecting FDC –** Repairs, replacements or work affecting the FDC or piping between the exterior and the check valve in the fire department inlet pipe shall be isolated and hydrostatically tested at 150 psi.			

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4.1.2 Fire Marshal's Office
80% Inspection Checklist

This document intends to provide contractors with guidelines outlining the expectations and procedures for how the Athens-Clarke County Fire Marshal's Office will conduct an 80% sprinkler inspection. This document addresses the most common aspects of a fire sprinkler 80% inspection.

Rough-In / Cover	Pass	Fail	N/A
1. Concealment - No drywall or other coverings shall be permitted to conceal any components of the fire sprinkler system until after the Rough-In/Cover Inspection has been completed and approved by the fire code official.			
2. Scheduling - The contractor shall schedule the inspection by calling 706-613-3365. Inspections will be scheduled for the next available appointment.			
3. Approved Plans - Consult Approved/Stamped set of plans.			
4. Size & Type of Piping - Verify the proper type and size of piping.			
5. Changes - Confirm the installation of the piping does not have excessive changes of directions that are not indicated on approved plans. (Excessive use of extra fittings, such as elbows, may affect hydraulic calculations).			

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Rough-In / Cover Inspection Continued	Pass	Fail	N/A
6. Penetrations - All piping penetrations through fire-rated assemblies have been properly sealed by an approved method. Fire-stopping materials intended for use on nonmetallic piping penetrations shall be investigated for compatibility with the nonmetallic pipe materials.			
7. Hanger/Bracing/Supports - Piping hangers, sway bracing, and supports shall be installed as per plans and NFPA 13 17			
8. Compatibility - When working with CPVC, special consideration is necessary when in contact with other materials or chemicals. (See manufacturer's guidance on installation and compatible materials.)			
9. Non-System Components - Sprinkler piping or hangers shall not be used to support non-system components such as ducting, electrical wiring, and cabling.			
10. Sprinkler Verification - Verify locations, type, and temperature of sprinkler heads.			
11. Sprinkler Obstructions - Proper clearance of sprinkler heads from obstructions.			
12. Sprinkler Spacing - The distance from sprinklers to walls shall be a minimum of 4 inches and not exceed one-half of the allowable distance between sprinklers.			
13. Sprinkler Spacing - Check for correct distances between sprinkler heads, maximum coverage per sprinkler heads, suspended ceilings, and distance below the roof deck.			
14. Inspector Test - Check for installation of the orifice in the inspector's test. (The orifice shall be the same size as the smallest orifice installed in the system.)			
Rough-In / Cover Inspection Continued	Pass	Fail	N/A
15. Panted Sprinklers - Check to ensure fire sprinklers are not painted. Painted fire sprinklers shall be replaced; they shall not be cleaned.			

16. Valve Locations - All control, auxiliary, and inspector test valves shall not be located more than seven feet above the finish floor or grade.			
17. Protection Against Freezing - A wet pipe system shall be used where piping is installed in areas that can be maintained reliably above 40°F (4°C). Piping in areas that cannot be maintained reliably above 40°F (4°C) shall be protected by the use of one of the following methods: • Dry pipe system • Pre-action System • Heat tracing • Listed dry pendent, dry upright, or dry sidewall sprinklers extended from the pipe in heated areas			
18. Insulation - Piping covered by insulation per manufacturer recommendations or proper tenting.			

5.1: Summary of Step 5: Ready for CO

Notification Process:

- Notify the building department when your project is ready for the final inspection.
- All necessary departments for CO sign-off will be notified upon your request.

Scheduling the Final Inspection:

- Upon receiving notification, the Fire Marshal's Office will call and schedule a time for the final inspection.
- Efforts are made for prompt service, but due to staffing, inspections might take up to 5 business days to be conducted.
- Depending on the project size and life safety systems in the buildings, the Fire Marshal's Office will conduct several inspections as part of the final inspection process:
    - Site Final
    - Building Final
    - Alarm Final
    - Sprinkler System Final
    - Hood Balloon Test

Complexity and Duration:

- Due to the size of the project and the complexity of life safety systems, the final Fire Marshal Inspection might take several days to complete.

Consultation Option:

- You have the option to call for a consultation before notifying readiness for the final inspection.
- This consultation ensures that all necessary steps have been completed, streamlining the final inspection process for a smoother experience.

This step is crucial as it signifies the project's completion and readiness for occupation. Ensuring all departments' sign-offs and meeting the required inspections are vital before obtaining the Certificate of Occupancy.

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5.1.1 Final Inspection for Exterior/Site

Inspection Basics	Pass	Fail
1. Is the building address posted and visible from the street?		
2. Are the Approved plans on-site?		

If any of these is "No," the inspection may be failed immediately

General Information	Pass	Fail
3. Is the permanent address posted and visible from the street (6" letter/numbers contrasting background, etc.)? Also, verify that approved street name signs have been provided.		
4. Is each suite address clearly illustrated and posted on all rear doors in strip malls or similar buildings?		
5. Are all fire lane pavement markings and signs provided in the locations shown on the approved site plan or detail?		
6. Have fire hydrants been provided per the approved plan and available for fire department operations?		
7. Are the exterior fire protection system components (FDCs, PIVs, etc.) clearly located per the site plan and clearly labeled with signs to identify the address(es) they serve?		
8. Are caps provided for FDC connections?		
9. Are any potential obstructions (bushes, landscaping items, walls, equipment, etc.) removed from within 3 feet of any fire hydrant or FDC? (Exception: Vehicle impact protection as required)		
10. Is adequate spacing between the building and combustible storage/equipment or other hazardous facilities per the approved site plan? Has vehicle impact protection been provided where necessary?		
11. If a fire alarm system is provided for the building, is a Knox Box installed and approved (Provide labeled keys including the building Master Key, Fire Alarm Key, Elevator Firefighter Operation Key, other door keys, and emergency contact information for the box)		
12. Are all exit discharges and points of fire department access clear of any potential obstructions? Consider door or floor marking requirements to ensure any required clearance.		
13. Are all exterior sprinklers, fire alarms, or stairwell doors labeled for fire department access? ("Sprinkler Room," "Stair 1", "FACP Room," "Electrical Room," "Mechanical Room," etc.)		
14. Are gas shutoff valves, electric meters, or other utility equipment clearly identifiable or labeled as to what/where they serve?		
15. Are all ADA requirements met?		

The above is not an all-inclusive list – all buildings 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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5.1.2. Fire Alarm System Acceptance Test Checklist

General

This document is intended to inform contractors about the expectations and procedures for conducting an acceptance test of a fire alarm system by the Athens-Clarke County Fire Marshal's Office. It outlines the guidelines for this process and addresses the most common aspects of fire alarm acceptance tests. However, in cases where this document does not cover a specific device or operation related to the fire alarm system, it refers to the IFC (International Fire Code), NFPA (National Fire Protection Association) standards, and/or the manufacturer's specifications for determining the testing criteria.

In summary, the document serves as a reference and guide for contractors to understand how the Fire Marshal's Office will evaluate and approve a fire alarm system, and it directs them to established industry standards and manufacturer specifications when specific testing criteria are not outlined in the document.

Step 1: Preparation	**Pass**	**Fail**	**N/A**
1. Schedule Inspection - The contractor shall call (706) 613-3365 to schedule the inspection. An inspection will be scheduled for the next available appointment. IMPORTANT – the Fire Alarm System cannot be finalized until the building department has finalized the associated electrical permit.			
2. **Approved Plans -** Approved/Stamped set of plans showing how the system was installed.			
3. **Cut Sheets -** Manufacturer cut sheets indicating the proper method of testing for smoke and heat detectors.			
4. **Pretest –** Print out a pretest showing all devices have been tested and how each device annunciates at the FACP.			
5. **NFPA 72 Report -** NFPA 72 Record of Completion (not req'd for flow/tamper systems).			

Step 1: Preparation Continued	Pass	Fail	N/A
6. **24-hour Battery Test -** At the time of the inspection/test, provide proof verifying that the panel has been operating on secondary power (battery) for 24 hours. No other problems shall be indicated on the panel.			

Tools, Equipment, and Personnel:			
7. **Staffing -** A minimum of two fire alarm contractors with 2 two-way radios.			
8. **Contractors -** The following contractors may need to be present during the acceptance test depending on the systems provided in the building: sprinkler contractor, mechanical contractor, elevator contractor, general contractor, and special suppression system contractor.			
9. **Ladder -** A ladder shall be provided to gain access to devices for testing.			
10. **Smoke/Aerosol Tester -** Smoke detectors will be tested in place using a Smoke Detector Tester Aerosol Dispenser with a Telescoping Pole to ensure smoke entry into the sensing chamber and an alarm response. No magnets will be allowed.			
11. **Laptop -** Laptop with appropriate software to make program changes if necessary.			
12. **Manufacturer's Testing -** Any equipment required by the manufacturer's published testing instructions.			
Step 2: Signage and Markings			
1. FACP Room - An approved sign shall be posted on the door to the room containing the FACP. The sign shall be constructed of durable materials, permanently installed, readily visible, and have a red background and white lettering that reads "FIRE ALARM CONTROL PANEL INSIDE" or "FIRE ALARM ROOM" or "FACP ROOM" or similar language.			

Step 2: Signage and Markings Continued	Pass	Fail	N/A
2. Contact Information - An approved sign shall be posted at the control panel and states the name of the monitoring company and the 24-hour phone number of the Central Station. It shall also state that the Central Station shall be called before doing any work or testing on any system being monitored.			
3. Instructions - Reset instructions and reset code shall be clearly posted at the FACP			
4. Floor Plan - A laminated floor plan (11"x17" minimum) for each building floor shall be posted adjacent to the FACP in the Fire Control Room. It shall indicate the location of all initiating devices, inspector's test valve, monitored valves and main corridors, stairwells, and elevators.			

5. Dedicated Circuit -The fire alarm control panel shall be on its own dedicated circuit that is labeled FACP, red in color, and locked in the ON position.			
6. J-Boxes - It is required that all fire alarm J-boxes are painted red or labeled FIRE ALARM.			
7. Documentation Cabinet - A documentation cabinet labeled "SYSTEM RECORD DOCUMENTS" shall be installed at the system control unit or at another approved location accessible only to authorized personnel.			

Step 3: Maximum Load Test – Secondary Power	Pass	Fail	N/A
1. Manual Fire Alarm box - While on battery power, initiate an Alarm by pulling the manual fire alarm box located at the FACP.			
2. 90 Second Alarm Signal - Verify that the remote Central Station has received a fire alarm signal within ninety (90) seconds. Let the alarm continue during the next step.			
3. 5 - 15 Minute Test - Let the alarm continue for a minimum of 5 minutes for general occupant notification and 15 minutes for voice Evacuation. This will give enough time to verify the operation of all notification appliances throughout the facility.			
Audible Alarm Notification Appliances			
4. Per Plans - Verify annunciators are installed per approved plans			
5. Audible Sound - Audible alarm devices must be 15 dBA above normal ambient sound level in all occupiable areas of the building and a minimum of 75 dBA at pillow level.			
6. Signal Pattern - The audible signal pattern used to notify building occupants of the need to evacuate shall be the standard alarm evacuation signal consisting of a three-pulse temporal pattern.			
7. Mounting - Wall-mounted appliances shall have their tops above the finished floor at heights of not less than 90 inches and below the finished ceilings at distances of not less than 6 inches. Ceiling-mounted or recessed appliances shall be permitted.			
8. Combination Audible/Visible - Combination audible/visible appliances shall be installed as per the requirements for a visible alarm notification appliance.			
9. Environment - Verify that all appliances are listed for the environment in which they are located. (walk-in coolers/freezers, etc.)			
10. Guards/Cover/ Lenses - Appliances subject to mechanical damage shall be suitably protected by a guard, cover, or lenses that is listed for use with the appliance.			

Step 3: Maximum Load Test – Secondary Power Continued	Pass	Fail	N/A
Visible Alarm Notification Appliances			
11. Flashing Notifications - Indoor strobes must flash 60-120 times/minute, and in spaces such as corridors where more than two visible notification appliances are in any field of view, they shall flash in synchronization.			
12. Lights - Lights used for fire alarm signaling only or to signal the intent for complete evacuation shall be clear or nominal white.			
13. Wall Mount - Wall-mounted appliances shall be mounted such that the entire lens is not less than 80 inches and not greater than 96 inches above the finished floor.			
14. Ceiling Mount - Ceiling-mounted appliances shall be permitted. If ceiling heights exceed 30 feet, ceiling-mounted visible notification appliances shall be suspended at or below 30 feet or at the mounting height of wall-mounted visible notification appliances.			
15. Environment - Verify that all appliances are listed for the environment in which they are located. (walk-in coolers/freezers, etc.)			
16. Step 4: Power Supplies & Trouble Signals			
Reset - Once all notification appliances have been verified and the minimum alarm time has elapsed, silence the signal and ensure horns and strobes cease.			
1. Clear Panel - Have primary power turned back on and verify that the panel has been cleared.			
2. Battery Lead - Unplug one battery lead; the panel shall indicate a trouble within 200 seconds.			
3. Battery Date - Also, ensure the battery manufacture date is written on the batteries.			
4. Batterie Size - Compare the calculated size of batteries in the submittal to the actual batteries installed.			
5. Ground Fault - Have the installer create a ground fault on the system to ensure that the trouble condition and ground fault are annunciated on the FACP.			
6. DACT - Have the alarm technician disconnect the primary line from the DACT to confirm a trouble signal on-site and transmission of a trouble signal to the supervision station within 4 minutes. Repeat this process with the secondary line.			

Step 4: Power Supplies & Trouble Signals Continued	Pass	Fail	N/A
7. Notification Appliance - Remove a wire from a notification appliance. The system shall go into trouble at the FACP within 200 seconds.			
8. Smoke Detector - Remove a smoke detector from its base and ensure trouble is shown on the panel within 200 seconds.			

9. Remote Annunciator - If a remote alarm annunciator is provided, verify operations and that the correct information is being received.			
Step 5: Fire Suppression System			
Fire Sprinkler System			
1. Contractors - All sprinkler devices shall be tested with both the sprinkler and fire alarm contractors present.			
2. Flow Test - Test the water flow alarm by flowing water from the Inspectors Test Valve. The alarm should sound no earlier than 30 seconds and no later than 90 seconds. (Wet and dry systems)			
3. Dry-Type Sprinkler Systems – Have the constrictor demonstrate that both high and low air pressure are supervised as required. The off-normal signal shall be initiated when the pressure increases or decreases by ten psi.			
4. Exterior Horn/Strobe - Verify that a listed horn/strobe device is located on the front exterior of the building in an approved location in close proximity to the building address. The water flow actuation of the automatic sprinkler system shall activate such a device.			
5. Control Valves - Close all electrically supervised sprinkler control valves to verify the supervisory alarm at the FACP within 2 turns of the control wheel or, for the Post Indicator Valve (PIV) within 1/5 of valve control mechanism's travel distance. Then reopen to verify "restore" signal.			
Fire Pump			
6. Pump Running - Verify that when the fire pump is running the fire alarm goes into alarm.			
7. Control Valves - Close all electrically supervised fire pump control valves to verify supervisory signal at the FACP.			

Step 5: Fire Suppression System Continued	Pass	Fail	N/A
Other Suppression Systems			
8. Type 1 Commercial Kitchen System - shall initiate an alarm signal by alarm-initiating devices installed in accordance with their individual listings.			
9. Pre-Action Suppression System – If installed and if it has an independent control panel, it will require a separate NFPA 72 certificate from the building FACP.			
10. Clean Agent Suppression System – If installed and if it has an independent control panel, it will require a separate NFPA 72 certificate from the building FACP.			
Step 6: Elevators			
1. Elevator Technician - The elevator technician must be on site for the following test to take place.			

2. FACP - Actuation from the elevator hoistway, elevator machine room, elevator machinery space, elevator control space, or elevator control room smoke detectors, or other automatic fire detection shall cause a separate and distinct visible annunciation at the building FACP and remote annunciators to alert firefighters that the elevators are no longer safe to use.			
3. Recall - Test detector(s) located at the elevator lobby that will initiate elevator recall: (Elevator lobby detectors must be within 21 feet of each elevator door.) • Verify recall to a primary floor • Verify recall to alternate floor • Verify illumination of "Fire Hat"			
4. Machine Room Detector - Test detector(s) located in shaft & elevator machine room: • Verify recall to the designated floor • Verify flashing illumination of "Fire Hat"			
5. Heat Detectors - Heat Detectors installed in a shaft or machine room and used for shunt trip (shut down elevator power) activation shall be located within 2 feet of each sprinkler head and have both a lower temperature rating and a higher sensitivity as compared to the sprinkler.			

Step 7: Initiation Devices	Pass	Fail	N/A
1. FACP - Test individual devices to ensure proper operations and annunciation at the panel with the correct device location.			
Smoke Detectors			
2. Sample Test - The fire inspector will select a sample of Smoke Detectors at random to be tested by using smoke or a listed aerosol. (Minimum of one per floor, and no less than 10% of the devices shall be tested)			
3. Trouble - The fire inspector will select a minimum of one smoke detector at random to be disconnected to verify a trouble signal is received at the FACP.			
4. Addressable - All smoke detectors are addressable models.			
5. Wall Mount - Wall-mounted smoke detectors must be installed between 4 and 12 inches from the ceiling measured to the nearest edge of the detector.			
6. Ceiling Mount - Ceiling-mounted smoke detectors shall be at least 4 inches from a wall or ceiling obstruction.			
7. Supply/Return Air Diffuser - Smoke detectors shall not be located within 3 feet of a supply or return air diffuser, nor in a strong air stream from a supply diffuser at any distance.			

8. Listings - All smoke detectors shall be located in conditioned space or be listed for non-conditioned spaces (outside, parking decks, areas with low or high temperatures).			
9. Dust Covers - Verify all dust covers have been removed.			
Duct Smoke Detectors			
10. Sample Test - The fire inspector will select a sample of Duct Smoke Detectors at random to be tested by using smoke or a listed aerosol. Minimum of one per floor and no less than 10% of the devises shall be tested. (Duct Smoke Detectors shall be programmed to be a supervisory condition at the FACP.)			
11. HVAC Shutdown - Verify that the HVAC shutdown is operational. After the initial test and verification, it is acceptable to activate the HVAC bypass to avoid excessive restarting.			
12. Close Upon Activation - All remaining duct smoke detectors not tested shall be inspected to verify that they close upon activation of the fire alarm system.			

Step 7: Initiation Devices Continued	Pass	Fail	N/A
13. Access Door - At each duct detector, a 12"x12" minimum access door, hinged or latched type, is provided to facilitate sampling tube inspection and cleaning. Doors shall have a label that reads: FIRE/SMOKE DAMPER, SMOKE DAMPER OR FIRE DAMPER.			
14. Air Flow Decal - The air flow direction is permanently indicated on the duct by stencil or decal to help ensure the sampling tubes are installed and maintained in the correct orientation.			
15. Intake Tube - The intake tube has its holes/slots facing into the air stream and a stopper installed to seal its far end.			
Heat Detectors			
16. Sample Test - The fire inspector will select a sample of Heat Detectors at random to be tested. (Minimum of one per floor, and no less than 10% of the devices shall be tested)			
17. Manufacture Specification - It is important to follow the manufacturer's specification on the correct testing of the device. (Incorrect testing can damage devices)			
Manual Fire Alarm Box (Pull Stations)			
18. 100% Activation - 100% of the Manual Fire Alarm Box (Pull Stations) provided shall be tested by physical activation.			
19. Location - Manual fire alarm boxes shall be located as follows: • At a conspicuous, unobstructed, and assessable location. • Within 60 inches of exit doorway openings. • Mounted between 42 to 48 inches above the floor.			

20. Addressable - Verify that upon activation of a manual fire alarm box, the alarm signal to the main fire alarm panel is correctly addressed with an accurate description.			
21. Color - Manual fire alarm boxes shall be red in colors on a background of contrasting color.			
22. Other Devices - Combination Detector, Electrical Conductivity Heat Detector, Fire- Gas Detector, Flame Detector, Pneumatic Rate-of-Rise Tubing Heat Detector, Projected Beam-Type Detector, Radiant Energy-Sensing Fire Detector, Rate Compensation Detector, Spark/Ember Detector, Spot-Type Detector shall follow the manufactures specification on the correct testing of that device.			

Step 8: Electrically Locking and Self Closing Doors	**Pass**	**Fail**	**N/A**
1. Magnetic Door Hold - Verify that all Magnetic Door Hold-Open Release Devices work when the system is in alarm. The doors shall close completely and latch.			
2. Electrically Locked Doors - Electrically locked doors that are part of the required means or egress shall comply with the following: • Unlock immediately upon loss of power. • Unlock upon activation of the fire alarm system and remain unlocked until the fire alarm condition is manually reset. • Unlock upon activation of the automatic sprinkler system.			
Delayed Egress Locking System:			
3. Activation - Verify that the delay electronics of the delayed egress locking system deactivates upon actuation of the automatic sprinkler system or automatic fire detection system, allowing immediate, free egress.			
Step 9: Area of Refuge Emergency Communication			
1. 100% Tested - All devices associated with the Area of Refuge Emergency Communication shall be tested.			
2. Operation - The area of refuge station shall provide for hands-free, two-way communication, provide an audible and visible signal to indicate communication has occurred, and indicate to the receiver the location sending the signal.			
3. Instructions - Instructions for the use of the two-way communications system, instructions for summoning assistance via the two-way communications system, and written identification, including in braille, of the location shall be posted adjacent to the two-way communications system.			
4. Response - If the central control point is not constantly attended, it shall have a timed automatic communications capability to connect			

with a constantly attended monitoring location where responsible personnel can initiate the appropriate response.			
5. Quality and Clarity - Verify voice quality and clarity.			

Step 10: Emergency Radio Communications	Pass	Fail	N/A
1. Emergency Radio Communications - Simulate the following trouble conditions: • Signal Booster Trouble • Antenna Failure • Loss of Normal AC Power • Failure of Battery Charger • Low Battery Capacity			
Step 11: System in Full Operation			
1. Normal Condition - Ensure all systems are normal			
2. Off of Test - Ensure the Fire Alarm is off of test with the monitoring company.			
3. Record of Completion - Have the company complete and submit the Record of Completion.			
4. Document Box - Have all manuals and the program placed in the document box.			
5. Knox Box - Keys for the FACP and pull station(s) shall be provided so they may be placed into the Knox Box.			

The above is not an all-inclusive list – all buildings 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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5.1.3 Sprinkler 100% Inspection Checklist

Sprinkler Final	Pass	Fail	N/A
1. Scheduling - The contractor shall schedule the inspection by calling 706-613-3365. Inspections will be scheduled for the next available appointment.			
2. Fire Alarm - Acceptance testing for the above-ground portions of the sprinkler system will not be conducted unless the fire alarm system is fully operational and is ready for acceptance testing at the same time as the sprinkler system. All sprinkler devices shall be tested with both the sprinkler and fire alarm contractors present.			
3. Approved Plans - Approved/Stamped set of plans.			
4. Waterflow Test - Test the water flow alarm by flowing water from the Inspector's Test Valve. The alarm should sound no earlier than 30 seconds and no later than 90 seconds. (Wet and dry systems)			
5. Access Panels - A minimum of 12" x 36" access panels shall be provided for all valves located inside a wall or concealed space. Signage shall be provided on the outside of the access panel indicating the type of valve that is concealed within.			
6. Exterior Horn/Strobe - Verify that a listed horn/strobe device is located on the front exterior of the building in an approved location in close proximity to the building address. The water flow actuation of the automatic sprinkler system shall activate such a device.			
7. Dry-Type Sprinkler Systems – Have the contractor demonstrate that both high and low air pressure are supervised as required. The off-normal signal shall be initiated when the pressure increases or decreases by 10 psi.			
8. Supervised Valves - Close all electronically supervised sprinkler control valves to verify the supervisory alarm at the FACP within 2 turns of the control wheel or, for the post indicator valve, within 1/5 of the valve control mechanism's travel distance. Then, reopen to verify the "restore" signal.			
9. Main Drain - Open the main drain valve; it should be able to be fully opened without causing water damage. When the pressure stabilizes, note whether the pressure dropped and stayed below the residual pressure on the calc plate. If it does, there is a problem with the system.			

Sprinkler Final	Pass	Fail	N/A
10. Calc Plates - Hydraulic Design Information Sign (Calc Plates) shall be provided by the installing contractor. The sign shall be weatherproof metal or rigid plastic secured with corrosion-resistant wire, chain, or other approved means. Such signs shall			

be placed at the dry pipe, pre-action, or deluge valve supplying the corresponding hydraulically designed area. The sign shall include the following information: • Location of the design area or areas • Discharge densities over the design area • Required flow and residual pressure demand at the base of the riser • Occupancy classification or commodity classification and maximum permitted storage height and configuration • Hose stream allowance included in addition to the sprinkler demand • The name of the installing contractor			
11. Door Signs - Doors leading into rooms that contain controls for fire sprinklers shall be identified with an approved sign. Approved signs shall identify fire protection equipment and be durable materials, red and white in color, permanently installed, and readily visible.			
12. Valve Signs - All control, drain, and test connection valves shall be provided with weatherproof material or rigid plastic identification signs, secured with corrosion-resistant wire, chain, or other approved means. The sign shall identify the portion of the building served, and systems with more than one control valve that must be closed to work on a system or space shall have a sign referring to the existence and location of other valves.			
13. Caution Sign - A caution sign shall be provided with the following wording: This valve controls fire protection equipment. Do not close until after the fire has been extinguished. Use auxiliary valves when necessary to shut off supply to auxiliary equipment. CAUTION: An automatic alarm can be sounded if this valve is closed.			

Sprinkle Final	**Pass**	**Fail**	**N/A**
14. Painted Heads - Where sprinklers or cover plates on concealed sprinklers have been painted by other than the sprinkler manufacturer, they shall be replaced.			
15. Listings - Escutcheons used with recessed, flush-type, or concealed sprinklers shall be part of a listed sprinkler assembly and be metallic or shall be listed for use around a sprinkler. No caulking or glue shall be used to seal penetrations or to affix the components of a recessed escutcheon or concealed cover plate.			

16. Spare Sprinkler Cabinet - Spare Sprinkler cabinet, sprinkler wrench, and spare sprinklers shall be provided. The stock of spare sprinklers shall include all types and ratings installed			
17. Sprinkler List - A list of the sprinklers installed in the property shall be posted in the spare sprinkler cabinet. The list shall include the following: • Sprinkler Identification Number (SIN) if equipped; or the manufacturer, model, orifice, deflector type, thermal sensitivity, and pressure rating • General description • Quantity of each type to be contained in the cabinet • Issue or revision date of the list			
18. Sprinkler Guards - Sprinklers subject to mechanical injury shall be protected with listed guards.			
Fire Department Connection (FDC):			
19. Accessible/Orientated - The FDC shall be assessable and arranged/orientated so that a hose line can be attached to the inlets without interference.			
20. Clear Space - A clear working space not less than 36 inches in width, 36 inches in depth, and 78 inches in height shall be provided.			
21. Signs - Verify that a sign complying with the following has been provided: • Metal sign with raised letters not less than 1 inch in size. • Signs shall read AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or combination thereof as applicable. • Where the FDC does not serve the entire building, a sign shall be provided indicating the portions of the building served. (Address, Location, Zone…)			

Post Indicator Valve (PIV):	**Pass**	**Fail**	**N/A**
22. Accessible - Both Remote Post Indicator Valves and Wall Post Indicator Valves shall be easily accessible, and the Open/Closed indicator shall be visible at all times.			
23. Cutable Lock - The PIV shall be provided with a cutable padlock.			
24. Clear Space - A clear working space not less than 36 inches in width, 36 inches in depth, and 78 inches in height shall be provided.			
System in Full Operation:			
25. Systems Normal - Ensure all systems are normal			
26. Alarm Off Test - Ensure the Fire Alarm is off of test with the monitoring company.			

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27. NFPA 13 Report - The installer shall complete and sign the NFPA 13 Contractor's Material and Test Certificate for Aboveground Piping prior to final approval of the system. (If the building is also equipped with a standpipe system, the installer shall also complete and sign the NFPA 14 Contractor's Material and Test Certificate for Aboveground Piping prior to final approval of the system.)			
28. Keys for Knox Box - Keys for the Fire Sprinkler Room and PIV(s) shall be provided so they may be placed into the Knox Box.			

Address: _____ Date: _____

Tech: _____

The above is not an all-inclusive list – all buildings 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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5.1.4 Building Final Fire
100% Inspection

Inspection Basics	Pass	Fail
1. Is the building address posted and visible from the street?		
2. Are the Approved plans on-site?		

If any of these is "No," the inspection may be failed immediately

General Requirements	Pass	Fail
3. Have all required inspections and permits been passed (fire suppression, fire alarm, site inspection if necessary, etc)? Have the needed routine (typically annual) fire protection system inspections been completed and documentation available for existing buildings?		
4. If a fire alarm system is provided, is a Knox Box installed and secured with labeled contents (master keys, fire alarm keys, any other door keys, and emergency contact information)?		
5. Are ALL paths in the means of egress throughout the space clear of any obstructions, including door swing, furniture, or planned storage areas?		
6. Are all doors along the means of egress free of any locking devices that secure the doors from the egress side? See these code sections for specific exceptions. If the assembly occupant load exceeds 50, is panic hardware included on all egress doors?		
7. Are maximum occupant load signs posted for all rooms with more than 50 persons? Multipurpose rooms may need a seating plan.		
8. Can all egress stairwell doors be opened from BOTH sides?		
9. Are all exit signs installed per the approved plan and clearly illustrate the path of egress from any location in the areas with more than one required exit?		
10. Is emergency lighting provided throughout the path of egress?		
11. Do all exit signs and emergency lights function properly when primary power is removed (do not just push the test button on each device, but shut down primary power where possible)?		
12. Are fire extinguishers (minimum 2A:10BC rated) provided at EACH exit, near cooking areas, AND within 75 feet of travel distance? Each fire extinguisher must be tagged with the date of installation/inspection (additional extinguishers may be required for special hazards).		
13. Does the owner/occupant understand storage arrangement and height limitations? Storage is prohibited in most electrical, sprinkler, mechanical, or stairwell areas. Check for high-pile storage.		
14. Does all wiring appear to be secured and completed per the applicable National Electric Code, including extension cords for temporary wiring only and required clearances from electrical panels? All circuit breakers and disconnects should be labeled.		

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General Requirements	Pass	Fail
15. Are all fire or smoke-rated walls/barriers/partitions labeled on their surfaces above the ceiling (ex: "ONE HOUR FIREWALL")? Are all penetrations properly sealed?		
16. Are smoke alarms and/or carbon monoxide alarms required? Are they appropriately installed and connected to the fire alarm system if required?		
17. Have the doors to all electrical, mechanical, elevator equipment, roof access, and fire protection equipment rooms been labeled properly?		
18. Are all interior stairwells labeled with the stair number, floor number, available roof access, and exit level? For buildings more than three stories in height, see specific mandatory requirements.		
19. Are all exterior sprinkler, fire alarm, or stairwell doors labeled for fire department access ("Sprinkler Room," "Stair 1", "Fire Alarm Control Panel")? Any non-functioning doors must be labeled "THIS DOOR BLOCKED"? Are "FIRE EXIT - DO NOT BLOCK" signs needed for any exterior doors near storage or other items?		
20. Are all ADA requirements met?		
21. Where multiple utility meters are provided, are they labeled as to what unit or address they serve?		
22. Have all tanks, containers, and doors to rooms containing hazardous materials been labeled per NFPA 704 (red, yellow, and blue diamond)?		
23. Is the permanent address posted and visible from the street? Are the suite numbers clearly posted in multiple tenant buildings, including on the exterior rear doors?		

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