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New Building Construction Certificate of Occupancy Procedures

1. Site Plans:

Site plans will need to be submitted and approved prior to structural plan submittal. Refer to “Cobb County Fire and Emergency Services Site Plan Review Comments” check sheet for life safety items that need to be addressed on the site plans. Site plans require approval from the following agencies, call each agency for their specific requirements:

- Zoning: 770-528-2035
- Addressing: 770-528-2002
- Site Development: 770-528-2147 (inquire about scheduling an appointment for “One-Stop”)
- Water Department: 770-419-6435
- Fire Marshal’s Office - 770-528-8310

If you need assistance with what is required on your plans (site and/or structural) you can call 770-528-8310 and schedule a preliminary plan review appointment for assistance.

2. Structural Plans:

Contact the appropriate **Building Department** (see list of Building Departments below) for their specific requirements, **most structures will require architectural plans to be submitted**. Provided the Building Department **does not require** architecturally drawn plans, the owner may submit non-professionally drawn plans provided all of the following items are met:

- Structural plans shall be drawn to a scale that all items are identified and can be easily read.
- Show overall footprint of the structure with dimensions for the structure.
- List the type of construction: wood frame, noncombustible (metal building), etc.
- Floor plan showing the layout of each floor, show all interior and exterior walls, doors, windows, and stairs. Different floors should be shown on separate sheets.
- Dimensions for each room, and window size (if applicable)
- Stair detail showing all dimensions: tread – minimum of 11”, riser – maximum of 7”, handrails etc. Request a copy of the stair detail from the Fire Marshal’s Office. In lieu of drawing stair details you can attach a copy of the stair detail provided by the Fire Marshal’s Office.
- Doors, show width, threshold (maximum ½”), level surface on each side of door (no step down)
- Show means of egress to a public way (usually the parking lot)
- Emergency lighting and exit sign locations
- Fire extinguisher(s) location(s)
- Fire rated walls – if applicable
- Fire alarm, sprinkler system, and/or exhaust hood work **will require separate plans to be submitted** by subcontractor. If any of these systems will be installed, the following will be noted on the plans: **“Fire alarm system, sprinkler system, exhaust hood (list all that apply) plans will be submitted separately.”**
- Plans **not done** on 8 ½” X 11”, require a copy of the building floor plans reduced down to an 8 ½” X 11” paper and submitted with your plans.

See attached example of a structural plan drawing.

3. **Getting Structural Plans Approved:**

Once your site plans have been approved and structural plans have been drawn, call 770-528-8310 for a plan review appointment. Bring four (4) sets of plans to the Fire Marshal's Office for review. Architectural plans will require a copy of the plans in pdf format on a disk to be submitted with the paper copies. Appointment for a plan review may be up to 14 business days out. If you cannot make your scheduled appointment, call at least 24 hours in advance to cancel or reschedule

Once the Fire Marshal's Office has approved your plans, take them to the appropriate Building Department for approval and to purchase your building permit. **See list of Building Departments below.**

4. **Requesting Inspections:**

When your plans are approved by the Fire Marshal's Office a gold colored instructional sheet will be attached to them. Follow the instructions on this sheet of paper and any stamps/stickers on the approved plans to request your required inspections from the Fire Marshal's Office. You **also** need to call the appropriate Building Department to request inspections from them.

Once all required inspections for **both** the Building Department & Fire Marshal's Office have passed, you may contact the appropriate **Building Department** to request your Certificate of Occupancy. There is up to a 48 hour wait after your request for your Certificate of Occupancy to be prepared if all required inspections are passed and complete.

Building Department Contact Information:

Unincorporated Cobb County:

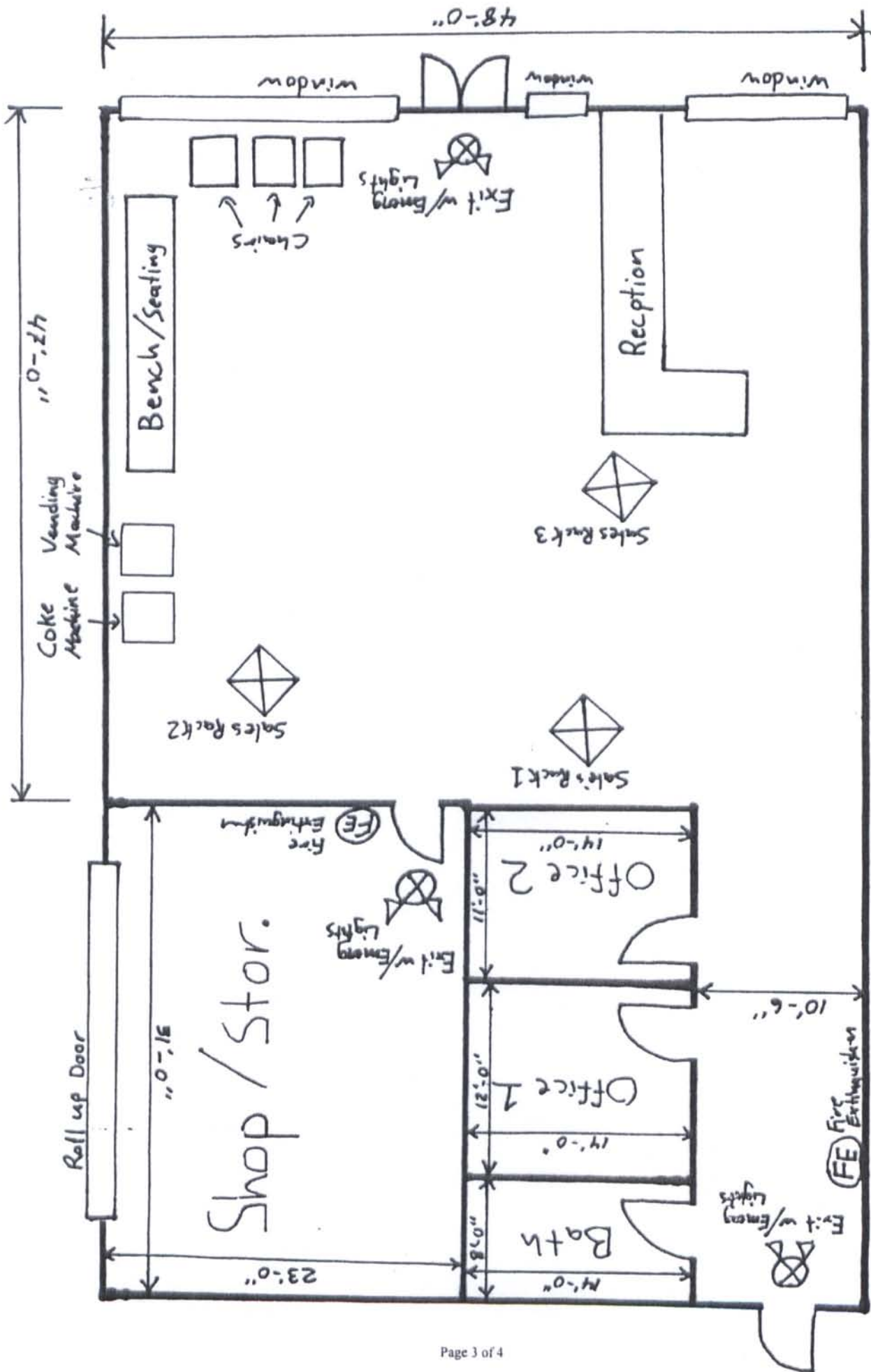
1150 Powder Springs St, Marietta, Plan Review Office (770-528-2078), Inspections (770-528-2051)

If you are within the **City limits** of Acworth, Kennesaw or Powder Springs call:

Acworth: Plan review (770-974-2032), Inspections (770-974-2032)

Kennesaw: Plan Review (770-429-4554), Inspections (770-429-4554),

Powder Springs: Plan Review (770-943-1666), Inspections (770-943-1666)



Job Name: _____
 Address: _____

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