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Personal Care Homes Certificate of Occupancy Procedures

1. Call 770-528-8310 or visit www.cobbfire.org to request a plan review appointment.
2. Complete the Commercial Permit application form found on the website, then email it to the Cobb County Water department for their approval PRIOR to your plan review. You must bring the Commercial Permit Application with the Water Department's approval to your plan review.
3. Complete the Residential Care Acknowledgement Letter found on the website.
4. Bring four (4) sets of plans to the Fire Marshal's Office for review appointment.
5. At the plan review appointment present a plan of the residence. The plan is a layout of the floorplan with each room labeled according to the intended use. Either provide dimensions of each room or the plan must be drawn to a common scale (i.e. 1/8" = 1'-0").

3 or less clients:

6. Evacuation plan posted
7. Fire extinguisher location (Minimum 2A10BC) tagged by an extinguisher company
8. Hardwired smoke alarms and carbon monoxide detectors with battery back-up
9. Operable window in all sleeping rooms

4-6 clients:

Applicable Codes and Standards: Ch-32 (B&C Small Facility) LSC & 120-3-3 Rules & Regulations
Items 1 through 8 above and the following:

10. Per the Cobb County Code (Sec 54-93) a 13R fire sprinkler system is required
11. Site plan approval is required to include an assessment of the hydrant coverage, fire flow test, and fire department access.
12. Provide a fire flow test utilizing the closest/serving fire hydrant presented in AWWA (American Water-Works Association) format. One means to obtain the flow test is to contact the serving water system (Cobb County Water Department at 770-419-6328)
13. Layout compliant with the Life Safety Code -NFPA 101 and all applicable modifications including:
 - a. NFPA 13R Fire Sprinkler System (plans must state a sprinkler system will be incorporated)
 - b. Fire Alarm System in accordance with NFPA 72 (plans must state a fire alarm system will be incorporated)
 - c. Stove venting directly to the exterior
 - d. Corridor and stair construction

7 or more clients:

Applicable Codes and Standards: Ch-32 (B&C Large Facility) LSC & 120-3-3 Rules & Regulations
Items 1 through 13 above and the following:

14. Plans must bear the seal of a Georgia registered architect or engineer per OCGA 25-2-14

Once the Fire Marshal's Office stamps your plans, take the stamped plans to the appropriate building authority, unincorporated Cobb County (770-528-2071), City of Acworth (770-974-2032), Kennesaw (770-429-4554), or Powder Springs (770-943-1666), for their review and to obtain a permit.

When ready, request appropriate field inspections from the Building Department and the Fire Marshal's Office.

A Certificate of Occupancy (CO) will be issued once **all** Fire Marshal and Building Department inspections have passed. Contact the applicable Building Department to obtain the CO.