

Randy Crider *Fire Chief*

Jay Westbrook *Fire Marshal*

1595 County Services Pkwy.

Marietta, GA 30008-4021

www.cobbfmo.org



Cobb County Fire & Emergency Services

Nick Dawe *Deputy Fire Marshal*

Stephen Mize *Deputy Fire Marshal*

Rock Toler *Deputy Fire Marshal*

fmoinpections@cobbcountry.org

phone: (770) 528-8310 • fax: (770) 528-8320

Tenant Space Certificate of Occupancy Procedures

Go to cobbfmo.org to schedule a plan review appointment. Bring four (4) sets of plans along with a completed Permit Application Form, to the Fire Marshal's Office (FMO) for review. The Permit Application Form must have the required approval from the Cobb County Water System, fax (770) 419-6335. Architectural plans will require a copy of the plans in pdf format on a disk to be submitted with the paper copies. Small tenant space plans may be done on 8 ½" X 11" paper. The following items must be identified on the plans:

- Project name and address with suite number (if applicable)
- Dimensions for the overall space and dimensions for each room, or drawn to scale
- Each room/space is identified and labeled
- Location of doors, windows, fixtures, furniture, shelving, and work spaces
- Emergency lighting, exit sign locations, and fire extinguishers
- **On separate sheet show overall building foot print or floor plan, showing tenant separation walls. Indicate what type of occupancy (or what business) is on either side of your space, including suite numbers.**
- **Tenant space in a mall, must show** the pedestrian walk way in front of the tenant space. A minimum of 10' clear width is required in front of each tenant, this includes any temporary construction walls. The mall space shall provide a minimum of 20' clear width.
- Fire rated barriers and/or firewalls
- Fire alarm, sprinkler system, and kitchen hood system work will require separate plans to be submitted by subcontractor.
- Plans **not provided** on 8 ½" X 11" require a copy of the plans reduced down to an 8 ½" X 11" paper and submitted with your plans.
- Plans must be legible
- Be prepared to pay a plan review fee in accordance with the fee schedule on our website. We accept Visa/MasterCard/Diners Club/Discover/Apple Pay in addition to cash, check and money order.

** The above mentioned items are the minimum plan requirements. The tenant is responsible for providing all details on the drawings. Go to cobbfmo.org for more information.*

1. Once the FMO approves your plans, take the approved plans to the Cobb County Building Department Plan Review Office (770-528-2078), or if you are in the Cities of Acworth (770-974-2032), Kennesaw (770-429-4554), or Powder Springs (770-943-1666), you will need to take the approved plans to their Building Department. You will purchase a "Permit" at this time.
2. When your plans are approved by the FMO, a gold colored instructional sheet will be added to them. Follow the instructions on this sheet of paper and any stamp/stickers on the approved plans to request your required inspections from the FMO. Request field inspections from the appropriate Building Department, Cobb County (770-528-2073), Acworth (770-974-2032), Kennesaw (770-429-4554), Powder Springs (770-943-1666), and the Fire Marshal's Office at cobbfmo.org.
3. Once all required inspections for the Cobb County Building Department & Cobb County Fire Marshal's Office have passed, you may call the **Cobb County Building Department** at 770-528-2077 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. Any inspections **within the Cities listed above**, you can contact them directly the morning after your fire inspection regarding the Certificate of Occupancy.