

Cobb County Fire Marshal's Office
PRE-CONSTRUCTION MEETING

Job Name:

Address:

General contractor:

Signature:

GENERAL



1.	Approved plans must be kept on the job site at all times. If changes are made from the approved stamped plans, revisions must be submitted to plan review for approval. See the gold sheet attached to the stamped plans for additional information.	
2.	Schedule inspections online at cobbfmo.org , Deadline for next day inspection (if staffing allows) is 3 p.m. You will receive a confirmation email explaining what day your inspection is scheduled. Trades must be scheduled by the installing contractor.	
3.	Separate plan submittals are required for the following: (a) Fire alarm (b) Sprinkler systems (c) NFPA 96 hood systems (d) Special locking arrangements (e) Paint booths (f) Clean agent systems (g) Bleachers/Grandstands (h) Tanks (i) Fire pumps (j) IFC 510 systems (k) Underground fire main (l) Racks (m) Parking structure ventilation systems (n) Stairwell pressurization	
4.	Inspection times are limited. Please be prepared for your inspection. If a fee is issued, you must pay the fee prior to scheduling another inspection. The address to pay the fee is 1595 County Services Parkway Marietta, GA 30008. (a) Re-inspection fees are \$50.00, \$100.00, and \$150.00	
5.	Inspection reports will be emailed to the recipient on file with the FMO. This recipient account is setup during the plan review process. All inspections are requested through the one account. Other email address can be added to receive the inspection reports but only one account can request inspections.	
6.	The Building Department issues the Certificate of Occupancy after FMO release. NO Temporary Certificate of Occupancies are issued by CCFMO.	
SITE		
7.	Fire Department Access must be established and maintained during all phases of construction. NFPA 241 must be implemented.	
8.	Address numbers—minimum 6" numbers posted on the building, must be legible from street. Wayfinding signage is required if needed. If a monumental sign is installed numbers must be on both sides.	
9.	Fire lanes (check approved plans) See detail sheet provided. Consult with the inspector when ready	
10.	A Knox box mounted at 60" is required for the building if a fire alarm system OR sprinkler system is being installed. If gates are installed, a Knox switch is required if the gate is mechanical, a Knox pad lock is needed if manual. Order on Knoxbox.com (consult with the inspector for mounting location)	
11.	Transformer pad edges must be a min. of 10' from the structure, overhang, exterior stairs or walkways connected to the building, window or other openings. 14' min. from doorways.	
12.	All private hydrants must be commissioned before combustible materials are brought on site.	
UNDERGROUND FIRE MAINS / FIRE HYDRANTS		
13.	Approved plans must be provided for the inspection. Deviations from the approved plans require revisions. The inspector will highlight the plans as inspections progress.	
14.	Do not cover any pipe until approved by CCFMO. If failure to comply, you will be required to expose all piping for inspection. Minimal burial depth is 42". Some examples of items inspected are, size of pipe, restraints, thrust blocks, deflection etc. Max. 10' for riser into the building. Conduit for PIV.	

15.	Fire hydrants must be oriented properly, 18" min. in height to the center of the large diameter outlet, painted silver with approved orange reflective tape around the bonnet. Minimum of 36" clearance around the hydrant with no vegetation blocking the view. See our website for more information.	
16.	A complete flush of all underground piping must be witnessed by the CCFMO. A flow test is required for all new hydrants. Provide underground testing certificates (reference NFPA 24 2013 edition Figure 10.10.1). We do not witness the pressure test.	
Fire Sprinkler Systems		
17.	Approved plans must be on site for inspections. Deviations from the plans require revisions. Inspectors will highlight the plans as inspections progress.	
18.	The sprinkler contractor must schedule the inspection. Do not cover any sprinkler pipe prior to approval by CCFMO. If you fail to comply, you will be required to remove the product covering the pipe.	
19.	All new systems are required to be supervised (separate submittal required). All valves which could impair the system must be electronically supervised including heat trace. Local outside bell is required.	
20.	Signage is required on all valves, local alarms, FDC's, multiple PIV's, riser rooms etc. (FDC key plans if feeding partial)	
21.	Pipe checks are required (welded pipe only). Must have welders mark on pipe OR provide the welders certificate prior to the inspection. The pipe must be unbundled with outlets facing up. Welders certificate is included.	
22.	Ceiling cover inspections are required. For 13R systems the heat tunnel and bucket flow test are required at this time. Blown-in and spray foam insulation requires an Engineers report.	
23.	All wet pipes must maintain a minimum of 40 degrees. All heating methods must be listed, direct wired and thermostatically controlled. Heat trace must be listed and supervised.	
24.	FDC's installed at 18"- 48" from grade. No more than 100 ft. from a hydrant, if a standpipe is installed (refer to approved site plans)	
25.	PIV's 40ft from the structure, supply side of the FDC, locked, tampered and targeted. 32" to 40" in height above final grade.	
26.	Multi-story buildings require a temporary standpipe to be installed if the building is 4 or more stories and before it reaches 40ft in height above the lowest level of fire department access.	
27.	All standpipes: requires roof flow test (If automatic: 500 GPM at 100 PSI most remote outlet). Pressure reducing valves are required over 175 PSI and set for a maximum of 175 PSI. A 3" drain is required adjacent to the riser for testing the PRV's. Hose valves required on intermediate landings.	
28.	ALL documentation is required PRIOR to scheduling a sprinkler final inspection: above ground test certificates, compliance letters, site supervision forms, third party inspections (attic insulation) etc. All painting operations must be complete before final inspection.	
29.	Sprinklers are required in an area even if a clean agent system is installed.	
FIRE ALARM		
30.	Approved plans must be on site for inspections. Deviations from the plans require revisions.	
31.	NICET or CFAT certified technician must be on site for all testing of the fire alarm system.	
32.	Schedule a fire alarm inspection as soon as the devices are in place to verify correct installation (height, location, settings etc.) Schedule a fire alarm final after the devices have been checked and the system is fully operational.	
33.	NFPA 72 Record of Completion, Inspection and Testing form, Decibel levels letter, copy of NICET/CFAT cert. and an activity report must be collected PRIOR to fire alarm final.	

INSPECTION ITEMS		
34.	Stairs – schedule stair inspections (includes handrails 34”-38” with 2 ¼” clearance, guardrails-42” min.) Stairs less than 21” in elevation require 13” treads. Ramps cannot exceed 1” per 12” (8.33 %) Temporary stairs are required for multi-story building. See detail sheet.	
35.	Stairwell and wayfinding signage is required. Submit a signage package as early as possible.	
36.	A minimum of 10ft clear and flat area around the structure must be maintained. Access to the public way is required (must comply with NFPA 101). Exit discharge requires level landings on both sides of the doors. Commercial thresholds are required (1/2” max).	
37.	All door hardware requires a single action to release. If not panic hardware, it must be a lever style. Privacy latches for hotels/motels must be installed at or below 48”. No keyed locks allowed in the path of egress. Schedule an inspection to view one locking arrangement. If using spring loaded hinges for apartment unit doors, there must be at least three spring loaded hinges.	
38.	Special locking arrangements (plans must be on site for inspection). Emergency lighting is required. If installed on doors that require positive latching, they must be fail secure (doors in rated walls/stairwells). This item has been known to hold up a project even when locks weren’t in the GC’s contract.	
39.	If exit and emergency lights are required they must be on the area lighting circuits they serve. Exit discharge lighting and emergency lighting is required to illuminate egress to the public way.	
40.	If a new generator is installed a transfer test is required (10 seconds max). Provide all acceptance testing documents, load bank test. etc. Signage is needed for all natural gas valves. A tank permit is needed for all diesel tanks over 660 gallons (state approval also)	
41.	If installing a kitchen hood system, schedule appropriate inspections when ready. If the duct can be light tested on the ground, please do so. Approve plans are required to be on site.	
42.	All two hour and above rated barriers are inspected by CCFMO, excluding exterior walls/structure required to be fire resistant rated construction by the IBC. Multi-layer systems require each layer to be inspected prior to covering. If you fail to comply, you will be required to remove the layer(s). UL details or equivalent are required including head of wall details and fire stopping.	
43.	HVAC smoke shutdown test is required on units over 2000 CFM. The duct detector must be on the supply side. If the unit is over 15000 CFM, the detector is required on supply and return. If the building is equipped with a fire alarm system, they must report as a supervisory signal. If the building does not have a fire alarm system, a remote audio/visual annunciator is required to be installed in a normally occupied area. Live smoke must be used for the test. Refer to gold sheet.	
44.	HVLS fans are required to shut down upon sprinkler water flow.	
45.	IFC 510 systems must be fully operational, tested and inspected prior to a life safety release. See our website for more information.	
46.	All construction must be complete before final. One permit =one CO, Two permits = two CO’s etc. NO occupancy allowed without C/O.	