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Tenant Space Certificate of Occupancy Procedures

If the new business is in Un-incorporated Cobb County, the process will need to start at Cobb County Community Development. Send a completed Commercial Permit Application and one set of drawings/floorplans to commbldgapplication@cobbcounty.org. They will issue the applicant an application number. Then go to the Fire Marshal's office's website www.cobbfmo.org for the procedures for a plan review appointment. Click Certificate of Occupancy button, then click the Submit a Plan Review Appointment button. Create an account with Mobile-eyes.com and then create a new application. We will schedule a plan review appointment and send an email of all the items required for the review.

If you are in one of the following cities (Kennesaw, Acworth or Powder Springs) the process for Fire Marshal review begins by creating an account in Mobile-eyes.com and then creating a new application.

The following items are required for plan review and need to be uploaded in PDF format into either your new application or your active job in Mobile-eyes:

1. The completed Commercial Permit Application (if in one of the cities) with the signature of the Cobb County Water Department on the second page. To get CCWS signature, complete the application and email it to CCWSplanreview@cobbcounty.org. They will sign the form and email it back to you. If you are in Un-incorporated Cobb and have an application number, please provide that number in your new application in Mobile-eyes in the Job Description
2. ONE set of plans in PDF format. 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 as to use
 - 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
 - Note on the plans if the space has a sprinkler or fire alarm system
 - Fire alarm, sprinkler system, and kitchen hood system work will require separate plans to be submitted by subcontractor through Mobile-eyes and approved by FMO
 - 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 with our online payment system or pay with cash, check or money order in person.
3. Scope of work letter. This is a written description of what changes are being made in the tenant space. It needs to have the business name, address and signature of application on the page along with a description of the activity of the business and storage arrangement proposal (if applicable)
4. Completed Owners Information Certificate. This should be completed by the business owner in the tenant space (usually sent in the email to applicant but can be found on our website under Certificate of Occupancy)
5. Key plan for the tenant suites or buildings in the area

1. Once the FMO approves your plans, you should email the approved plans to the Cobb County Building Department at commbldgapplication@cobbcounty.org (for county projects), 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 from the building department.
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 and request your required inspections from the FMO. All inspections for the Fire Marshal's office will be requested through the active job in our Mobile-eyes system at cobbfmo.org, *certificate of occupancy then login to Mobile-eyes*. In your active job in Mobile-eyes, click the Request Inspections button and follow the directions on requesting your inspections. Request building 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.
3. Once all required inspections for the Cobb County Building Department & Cobb County Fire Marshal's Office have passed, you may email the **Cobb County Building Department** at subpermits@cobbcounty.org or call 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.
4. Please note: the cities of Marietta, Smyrna and Austell have their own Fire Marshal's office and process. Please contact their office directly. Marietta 770-794-5466, Smyrna 770-434-6667, Austell 770-944-4333

** The above-mentioned items are the minimum plan requirements. The tenant is responsible for providing all details on the drawings. All plan review payments must be paid before the plan review will be completed. Payment can be made with any major credit card using our online payment portal (see our fee structure on our website under Certificate of Occupancy).*