



Cherokee County Fire & Emergency Services  
Community Risk Reduction Division, Fire Marshal's Office  
1130 Bluffs Parkway, Canton, Georgia, 30114  
[firemarshal@cherokeega.com](mailto:firemarshal@cherokeega.com)  
Office- 678-493-6290

## Plan Review Guide and Comments for Commercial Buildings

This is **not** a complete list of all code requirements of the Cherokee County Fire Marshal's Office. We are providing a list of the most common mistakes that may cause your plans to be denied. We are providing a general guide with notes that are required to be on the plans during the review process. This document should be used only as a guide to assist you in facilitating the process. If there is a discrepancy in code requirements and any other regulation or requirement, the most stringent rule will apply.

- The following general information shall be on the cover sheet of the plans:
  - Project name:
  - Project address:
  - Architect/design company name:
  - Architect/designer's email address:
  - Architect/designer's phone number:
  
- Indicate on the plans:
  - New construction
  - Addition
  - Remodel
  - Tenant finish
  - White box
  
- The following is a list of Codes and Standards adopted by Cherokee County and shall be used for the design of commercial buildings. Please include the following list of codes on the plans.
  - Cherokee County Developmental Regulations
  - 2018 International Fire Code with current Georgia Amendments
  - 2018 International Building Code with current Georgia Amendments
  - 2018 NFPA 101 Life Safety Code with current Georgia Amendments
  - 2019 NFPA 13 with current Georgia Amendments
  - 2017 NFPA 70 with current Georgia Amendments
  - 2019 NFPA 72 with current Georgia Amendments
  - 2017 NFPA 96 with current Georgia Amendments
  - 2020 Georgia Amendments 120-3-3, State Minimum Fire Safety Standards
  - The above mentioned codes are effective January 1, 2020.
  
- Indicate on the plans if the building will be equipped with a fire sprinkler system and indicate system type.
  - All buildings over two stories in height or more than 12,000 square feet are required to comply with the 2018 IFC section 510, emergency responder radio coverage. Additional requirements may apply.
  - Indicate on the plans if the building will be equipped with a fire alarm system.
  - Indicate any additional codes or NFPA standards pertaining to the project. Include year edition.
  - A full list of Georgia State Amendments can be found at the [Georgia Department of Community Affairs website](#).



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• **The following information must be provided on the plans (if applicable):**

- If the building is sprinklered, provide the locations of the FDC, PIV. Information from approved site plan.
- If the building will have rack storage, the racking plan must be submitted separately through the CityView portal under the same permit number.
- Include a copy of the water flow test results and duration chart from approved site plan. This is only required for new construction and additions. If you do not have a current water flow test (within last 12 months), you will need to obtain the test from the Cherokee County Water and Sewer Authority or applicable City Water and Sewer department. Cherokee County Water and Sewer Authority can be reached at 770-479-1813.
- The construction type of the entire building.
- The area and height of the building.
- The allowable area and height of the building as per the 2018 IBC.
- If the building exceeds the allowable area and height and the building will get a frontage and/or fire sprinkler increase, the complete calculation as provided in the 2018 IBC must be provided.
- Indicate all rated wall and ceiling types including fire-resistance ratings.
- Provide complete UL details for all rated wall and ceiling assemblies.
- Door schedule indicating all fire rated doors and fire rated hardware.
- The occupant load as per the 2018 NFPA 101 LSC. Occupant load must be broken down by each room and include the total building occupant load.
- Specify the max allowable travel distance to an exit as allowed by the 2018 NFPA 101 LSC.
- Indicate the most remote travel distance on the plans.
- Specify the max allowable dead-end distance as allowed by the 2018 NFPA 101 LSC.
- Indicate the distance of all dead-end corridors.
- Specify the max allowable common path of travel as allowed by the 2018 NFPA 101 LSC.
- Indicate the common paths of travel in the plans.
- Provide details for all stairs to include tread and riser dimensions.
- Indicate exits signs and emergency lighting.
- Indicate the location of any fire and/or smoke dampers (as applicable).

• **The following notes are required to be added on the plans:**

- The following plans have been reviewed by the Cherokee County Fire Marshal's Office. The drawings were reviewed under the applicable laws adopted at the time. Every effort was made to ensure code compliance. Any code violations that were missed during the plan review are the owner's responsibility and must be corrected in order to receive final approval and/or a certificate of occupancy (CO).
- A pre-construction meeting, 50%, 80% and 100% inspections are required unless at the pre-construction meeting it is determined that all inspections are not required.
- Sprinkler pipes require a pipe check prior to the hanging of the sprinkler pipe (for welded pipe only).
- Please schedule all fire inspections on the CityView Portal.



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- The FDC is **not** to be placed **on** the building for a NFPA 13 sprinkler system. For a NFPA 13R or a NFPA 13D the FDC is to be placed on the building
- The 2018 IFC section 505.1, Address numbers states that new and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.
- The building address or number must be visible at night time by some type of illumination and must be easily located and visible from the fire department access road.
- Key Lock Box is required per Cherokee County Ordinance 2018-0-008, Article III- Emergency Entrance Key Lock Box states that the Fire Inspector will approve the location for the box during the 50% or 80% inspection. Generally these boxes are located 5-feet above grade to the right of the main entry door. The required Knox Box must be ordered through [www.knoxbox.com](http://www.knoxbox.com), using Cherokee Co Fire/EMS as the local department/agency.
- If a fire alarm is required, the fire alarm shall provide compliance according to NFPA 72 26.6.4.1, 26.6.4 Display and Recording Requirements for All Transmission Technologies.  
26.6.4.1\* which states that any status changes, including the initiation or restoration to normal of a trouble condition, that occur in an initiating device or in any interconnecting circuits or equipment, including the local protected premises controls from the location of the initiating device(s) to the supervising station, shall be presented in a form to expedite prompt operator interpretation. Status change signals shall provide the following information:
  - 1) Identification of the type of signal to show whether it is an alarm, supervisory, delinquency, or trouble signal.
  - (2) Identification of the signal to differentiate between an initiation of an alarm, a supervisory, a delinquency, or a trouble signal and a clearing from one or more of these conditions
  - (3) Identification of the site of origin of each status change signal
  - (4)\*Identification of specific types of signals that dictate a different responseThe alarm must provide an exact location and why the alarm is sending a signal. If the water flow is going off in building 2 that must be sent to the supervising station.
- Georgia State Amendments to the International Mechanical Code, Section 606.2.1, Supply air systems states that smoke detectors shall be installed in supply air systems with a design capacity greater than 2,000 cfm (0.9m<sup>3</sup>/s), in the supply air duct downstream of any filters, fan motors, outdoor air connections, and upstream of any branch connections or decontamination equipment and appliances. Exception: Smoke detectors are not required in the supply air system where all portions of the building served by the air distribution system are protected by area smoke detectors connected to a fire alarm system in accordance with NFPA 72. The area smoke detection system shall comply with Section 606.4. If applicable.
- On failed inspections, the first follow-up is free. If the first follow-up inspection fails, there will be a \$150.00 follow-up fee added. For every subsequent failure thereafter, there will be a \$200 follow-up fee added until the inspection is approved.



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The following plans must be electronically submitted to [djbaiamonte@cherokeega.com](mailto:djbaiamonte@cherokeega.com) and approved **prior to** the start of any construction in their discipline:

- Fire sprinkler system review
  - Please see the following website for submittal requirements:
    - <http://www.cherokeeconomyfire.org/fire-marshal/inspections/sprinkler-system-inspections.cfm>
- Fire alarm system review
  - Please see the following website for submittal requirements:
    - <http://www.cherokeeconomyfire.org/fire-marshal/inspections/fire-alarm-inspections.cfm>
- Kitchen hood ventilation system review
  - Please see the following website for submittal requirements:
    - <http://www.cherokeeconomyfire.org/fire-marshal/review/hood-suppression-review.cfm>
- Kitchen hood fire suppression system review
  - Please see the following website for submittal requirements:
    - <http://www.cherokeeconomyfire.org/fire-marshal/review/hood-suppression-review.cfm>
- Spray paint and dip coating booth review
  - Please see the following website for submittal requirements:
    - <http://www.cherokeeconomyfire.org/fire-marshal/inspections/spray-booth-inspections.cfm>

The above mentioned plans will be issued once the plans have been approved and the fees have been paid.