



Bartow County Fire Department

Plan Submittal Requirements

1. TO BE PROVIDED ON COVER SHEET OF ALL PLANS:
 - a. A statement in bold print reading: “Approved plans must be on the job site at all times.”
 - b. A 4 ¾ Inch By 3 ¾ Inch, Bordered Box, Labeled “Fire Marshal Stamp Only” Placed At The Right Side Border.
 - c. Submittal Date
 - d. Project Name
 - e. Project Location (Street Address if Available)
 - f. Engineer/Architect’s Name, Address and Contact Information (Phone Number, E-mail Address)
 - g. Property Owner’s Name, Address & Contact Information
 - h. Engineer/Architect’s Signed and Dated Stamp
 - i. Description of Project
 - j. Applicable Codes In A Dedicated Box
2. ITEMS SPECIFIC TO BUILDING PLAN COVER SHEET IN ADDITION TO ITEMS MENTIONED ABOVE:
 - a. Occupancy Classification
 - b. Building Area
 - c. Construction Type
 - d. Occupancy Load With Calculations
 - e. Fire Protection
3. ITEMS TO BE INCLUDED ON SITE PLAN:
 - a. Road Names
 - b. Fire Department Access Roads
 - c. Scale
 - d. Building Footprint
 - e. Distance To Closest Buildings
 - f. Fire Hydrant Water Line Showing Line Size
 - g. Two (2) Closest Fire Hydrants And Distance To Project
 - h. Fire Sprinkler Vault, FDC, and PIV Locations
 - i. Fire Sprinkler Water Main Showing Line Size
 - j. Drawing Legend and Abbreviation Description
 - k. Compass North

4. ITEMS TO BE INCLUDED IN BUILDING PLANS:
 - a. Life Safety Data Sheet To Include:
 - i. Floor Plan To Scale
 - ii. Emergency Lighting
 - iii. Exiting/Egress
 - iv. Fire Extinguisher Locations With Height AFF
 - v. Lock Box Location With Height AFF
 - vi. Grease Hood Location With Location of Manual Pull
 - vii. Fire Wall Location
 - viii. Fire Sprinkler Riser Location
 - ix. Fire Annunciator Panel Location
 - x. Fire Alarm Device Locations
 - xi. Drawing Legend and Abbreviation Description
 - xii. Compass North
 - b. Life Safety Data Detail Sheet:
 - i. Fire Wall Detail With U.L. Listing Number
 - ii. Grease Hood And Duct Detail
 - iii. Emergency Generator Detail
 - iv. ADA detail

Failure to provide the required items/pages will result in a rejection of the plans and necessitate correction and re-submittal resulting in additional fees.