



BARTOW COUNTY

Community Development Department

Steve Taylor, Sole Commissioner

Lamont Kiser, PE, CFM, Director

Bartow County Building Official
Todd Gregory
135 W. Cherokee Ave, Ste. 124
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Bartow County Fire Marshal
Gary Garland
5435 Hwy 20 N.E.
Cartersville, Ga. 30121
Office: 678-721-5495
Email: garlandg@bartowga.org

**Plan submittal and pick up may be done Monday thru Friday from 8:30 a.m. till 4:30 p.m. at the Bartow County Community Development Office located at 135 W. Cherokee Ave., Suite 124 Cartersville, Ga. 30120.*

**Site Plan submittal for fire marshal review will require at least 2 sets of drawings, submittal application and review fees.*

**Structural/Architectural for fire marshal and building official review will require at least 3 sets of drawings, submittal application and review fees. If the drawings fall under the state fire marshal's office, their approval is required prior to submittal to the building official for review.*

**After drawings are approved an electronic copy will be required. Please contact a member of community development for further details. A FINAL CERTIFICATE OF OCCUPANCY MAY NOT BE RELEASED UNTIL THIS REQUIREMENT IS SATISFIED.*

PLAN REVIEW SUBMITTAL APPLICATION

Contact Person (for pickup of plans and/or comments): _____

Phone #: _____ Email: _____

Project Name: _____

Location Address: _____

Parcel Id #: _____ (can be found on Tax Assessors website)

Property Owner: _____ Phone #: _____

Mailing Address: _____

Engineer: _____ State Lic. #: _____

Phone #: _____ Email: _____

Mailing Address: _____

Architect: _____ State Lic. #: _____
Phone #: _____ Email: _____
Mailing Address: _____

Fire Alarm Contractor: _____ Lic. #: _____
Phone #: _____ Email: _____
Mailing Address: _____

Fire Sprinkler Contractor: _____ Lic. #: _____
Phone #: _____ Email: _____
Mailing Address: _____

Type of Occupancy: (Mark all that apply for mixed use) NFPA 101
Education _____ Rooming House _____ Storage _____ Mercantile _____ Apt. Bldg _____
Industrial _____ Business _____ Hotel/Dormitory _____ Day Care _____ Health Care _____
Boarding House _____ Tent _____ Ambulatory Healthcare _____ Detention/Corrections _____
Residential Board & Care _____ Special Structure (specify) _____
Place of Assembly _____ *If Assembly, specify approximate occupant load _____
**For Restaurants with occupant load <50 use mercantile: Class A>100 Class B 301-1000 Class C 50-300

Is this a change of occupancy from previous usage? _____ YES or _____ NO

Type of Work Proposed: (Mark all that apply)
New Building (total square ft) _____ Square ft. per Floor _____
Addition (sq. ft. of addition) _____ Total Bldg Sq. Ft. _____
Renovation (sq. ft. of reno) _____ Total Bldg. Sq. Ft. _____
Other (open pit burn, vent hood, above ground fuel tanks of 600 gallons or less, etc.)

Description of work being performed:

Fire Protection Information (currently in place)

Sprinkler System – Full _____ Partial _____ Wet _____ Dry _____ Other _____ None _____
Standpipe System – Full _____ Partial _____
Fire Alarm System – Local _____ Municipality Connected _____ Box # _____ High Rise _____
Box # _____

Fire Protection Information (proposed)

Sprinkler System – Full _____ Partial _____ Wet _____ Dry _____ Other _____ None _____
Standpipe System – Full _____ Partial _____
Fire Alarm System – Local _____ Municipality Connected _____ Box # _____ High Rise _____
Box # _____

ESTIMATED COST OF CONSTRUCTION: (with MEP's) _____

ESTIMATED COST OF CONSTRUCTION: (without MEP's) _____

Please Mark According to the Drawings You Are Submitting:
(Mark ALL that apply)

- Site _____ yes _____ no _____ n/a
- Steel Building _____ yes _____ no _____ n/a
- Shell _____ yes _____ no _____ n/a
- Structural _____ yes _____ no _____ n/a
- Architectural _____ yes _____ no _____ n/a
- Electrical _____ yes _____ no _____ n/a
- Plumbing _____ yes _____ no _____ n/a
- HVAC _____ yes _____ no _____ n/a

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that the owner of this building and the undersigned agree to comply with applicable fire codes of the State of Georgia and the applicable building codes of the State of Georgia and the Bartow County Building Ordinances.

Printed Name of Applicant

Signature of Applicant

Date