

# ***YOUR GUIDE TO CONSTRUCTING OR OPENING A NEW BUSINESS***

- All Businesses in the City of Fort Oglethorpe are required to have a business license and every building must have a Certificate of Occupancy to operate.
- To obtain a business license, first complete a business license application. These are available at City Hall.
- **No** renovations, construction, demolition, or land clearing may begin until the proper permits are issued based on approved plan submittal.
- You must get proper authorization from the Zoning Office (City Hall, 500 City Hall Drive (706) 866-2544, ext. 1200)
- If the building is changing occupancy classification or modifications are being made to the building, plans must be submitted to **FIRST** the Fire Prevention Bureau **and** then Codes Enforcement Office
- Contact the Codes Enforcement Office for details on plans submittal (City Hall, 500 City Hall Drive, (706) 866-2544, ext. 1200). A building permit is required.
- Contact the Fire Prevention Bureau for details on plans submittal (Fort Oglethorpe Fire & Rescue, 201 Forrest Road, (706) 861-4194). A building permit will be issued by the Fire Department also.
- To obtain a Certificate of Occupancy the building must pass all inspections based on all applicable codes. All inspections must be **scheduled** with Codes Enforcement **and** the Fire Prevention Bureau.
- Fire inspections will be at no charge for the first scheduled inspection. All re-inspections shall incur a fee based on City Ordinance.
- Building Official inspections will be at no charge for the first scheduled inspection. All re-inspections shall incur a fee based on City Ordinance.

**CITY OF FORT OGLETHORPE  
FIRE PREVENTION BUREAU  
CONTRACTOR INSTRUCTIONS**

**Projects will be divided into two (2) categories: New Construction and Tenant Finish (excluding one & two family dwelling).**

**Instructions for: New Construction, Occupancy Classification Change and Major Renovations**

***Definition of Major Renovations - any renovation that exceeds the assessed value of the property or that involves egress.***

An 80% completion inspection shall be conducted on all new construction occupancy change and major renovations. A 100% inspection shall be completed and a certificate of occupancy issued before any building is occupied. Requests for 80% and 100% inspections must be made a minimum of 48 hours in advance. All inspection requests shall be made to the fire department.

1. Architectural plans shall be submitted. These plans shall include a minimum of the following: Site plan, Floor plan, Electrical, Mechanical, Fire detection or Suppression and Specifications. A minimum of project name, address, contact person and telephone number must be included on or with the plans. **Incomplete plans will be denied.**
2. All plans shall be reviewed based on the current State minimum Fire Safety Laws as listed in the Rules and Regulations of the Safety Fire Commissioner, Chapter 120-3-3. All applicable codes may be found in Chapter 120-3-3.
3. **A minimum of three (3) complete sets** of architectural stamped and signed plans shall be submitted for construction review and at least 8 sheets of a drawing that is addressable. The plans may be hand delivered or mailed to the City of Fort Oglethorpe Fire Prevention Bureau, 201 Forrest Road, Fort Oglethorpe, Georgia 30742, attention Fire Marshal's Office.
4. No work on the project shall begin until plans are reviewed, stamped for corrections and approved.
5. A plan review certificate will be issued by the fire department and must be kept with the building permit issued by Codes Enforcement.
6. The approved plans obtained from the City of fort Oglethorpe Fire Prevention Bureau must be kept on site at all times for inspections as required by law.

**ALL CONSTRUCTION MUST COMPLY WITH ALL CITY ORDINANCES, STATE LAWS AND FEDERAL REGULATIONS THAT APPLY.**

## **Contractor Instructions**

7. 80% and 100% inspections will be conducted (definitions in packet). Requests for 80% and 100% inspections will be made 48 hours in advance. After the first follow-up inspection a fee for any reinspection will be charged per city Ordinance No. 2001-15.
8. A certificate of Occupancy will be issued once the 100% inspection is completed and no deficiencies noted. The Certificate of Occupancy needs to be framed and located in a conspicuous location.

Extinguishers must be installed and inspected in compliance with NFPA 10 by a vendor certified by the state of Georgia Fire Safety Commissioner. Extinguishers are required to be inspected annually by A State certified vendor (see attachment #1).

### **Instructions for : Tenant finish**

All tenant finish projects in which the occupancy classification changes or undergo major renovation will be required to follow the new construction procedures. Occupancy classifications are based on NFPA Life Safety Code.

***Definition of Major Renovations - any renovation that exceeds the accessed Value of the property or that involves egress.***

An 80% completion inspection may be required on all new construction. A 100% Inspection shall be completed and a certificate of occupancy issued before any building is occupied. Requests for 80% and 100% inspections must be made a minimum of 48 hours in advance. All inspection requests shall be made to the fire department.

Tenant finish **not** changing occupancy classification shall:

1. Submit drawing for review, such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the technical codes. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design. A minimum of project name, address, contact person and telephone number must be included on or with the drawings.

**ALL CONSTRUCTION MUST COMPLY WITH ALL CITY ORDINANCES,  
STATE LAWS AND FEDERAL REGULATIONS THAT APPLY.**

## **Contractor Instructions**

2. A minimum of two (2) complete sets of signed plans shall be submitted for review. The plans may be hand delivered or mailed to the City of Fort Oglethorpe Fire Prevention Bureau, 201 Forrest Road, Fort Oglethorpe, Georgia 30742, Attention Fire Marshal's Office.
3. No work on the project shall begin until plans are reviewed, stamped for corrections and approved.
4. A plan review certificate will be issued by the fire department and must be kept with the building permit issued by Codes Enforcement.
5. The approved plans obtained from the City of Fort Oglethorpe Fire Prevention Bureau must be kept on site at all times for inspections as required by law.
6. An 80% completion inspection may be required. A 100% inspection will be conducted, (definitions in packet). Requests for 80% and 100% inspections will be made 48 hours in advance. After the first follow-up inspection a fee for any reinspection will be charged per City Ordinance No. 2001-15.
7. A Certificate of Occupancy will be issued once the 100% inspection is completed and no deficiencies noted. The Certificate of Occupancy needs to be framed and located in a conspicuous location.

Extinguishers must be installed and inspected in compliance with NFPA 10 by a vendor certified by the State of Georgia Fire Safety Commissioner. Extinguishers are required to be inspected annually by a State certified vendor (see attachment #1).

**ALL CONSTRUCTION MUST COMPLY WITH ALL CITY ORDINANCES,  
STATE LAWS AND FEDERAL REGULATIONS THAT APPLY.**

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# **INSPECTIONS 80% AND 100%**

THE BASIC DEFINITIONS FOR 80% AND 100%  
**INSPECTIONS ARE AS FOLLOWS:**

## **80% ENGINEERING FIELD REVIEW**

THE STRUCTURAL COMPONENTS ARE IN PLACE AND OPEN FOR REVIEW OF THE FIRE SAFETY COMPONENTS.

**NOTE:** STRUCTURAL COMPONENTS INCLUDE THE FOLLOWING: FIRE WALLS, VERTICAL SHAFTS, STAIRWAYS, SMOKE STOPS, HAZARDOUS AREA SEPARATION, ROOF AND CEILING ASSEMBLIES, CORRIDOR AND DOOR WIDTH, AND HVAC SYSTEM.

## **100% COMPLETION**

THE BUILDING IS **READY TO OCCUPY** AND QUALIFIES FOR A CERTIFICATE OF OCCUPANCY.

## **REINSPECTION**

ANYTIME AN 80% OR 100% FAILS DUE TO DEFICIENCIES OR INADEQUACIES, AND AFTER THE FOLLOW-UP INSPECTION A FEE FOR ANY REINSPECTION WILL BE CHARGED PER CITY ORDINANCE 2001-15

## General Assignment of Code Components

<b>Component</b>	<b>Primary Code</b>	<b>Secondary</b>
Occupancy Classification	Life Safety Code	International Building Code
Building Construction Types Including Allowable height, allowable building area, and the requirements for sprinkler protection related to minimum building construction types	International Building Code	Life Safety Code
Means of Egress	Life Safety Code	NONE
Standpipes	International Building Code	International Fire Code
Interior Finish	Life Safety Code	NONE
HVAC System	International Mechanical Code	NONE
Vertical Openings	Life Safety Code	NONE
Sprinkler Systems minimum Construction Standards	Life Safety Code	NONE
Fire Alarm Systems	Life Safety Code	NONE
Smoke Alarms and Smoke Detection Systems	State Statute and Life Safety Code	NONE
Portable Fire Extinguisher	International Fire Code	NONE
Cooking Equipment	Life Safety Code & NFPA96	NONE
Fuel Fired Appliances	International Fire Gas Code	NFPA 54
Liquid Petroleum Gas	NFPA 58	NFPA 54 and International Fire Gas Code
Compressed Natural Gas	NFPA 52	NONE

**CITY OF FORT OGLETHORPE  
STATE OF GEORGIA**

**ORDINANCE NO.: 2000-53**

**AN ORDINANCE TO CODIFY ORDINANCE 97-81, AMENDMENT TO THE FIRE PREVENTION AND PROTECTION ORDINANCE, TO FURTHER AMEND THE CODE OF ORDINANCES, CITY OF FORT OGLETHORPE, GEORGIA TO PROVIDE NEW CODE SECTIONS REGARDING FIRE HYDRANTS, FALSE ALARMS, DEFINITIONS AND BURNING REGULATIONS; ORDINANCES: TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.**

**WHEREAS**, the duly elected governing authority of the City of Fort Oglethorpe, Georgia is authorized under Article IX, Section II, Paragraph III of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, welfare, and aesthetics of the citizens of the City of Fort Oglethorpe, Georgia; and

**WHEREAS**, the duly electing governing authority of the City of Fort Oglethorpe, Georgia is the Mayor and Council thereof; and

**WHEREAS**, the governing authority desires to amend and adopt regulations in the subject areas of fire protection, including the particular issues of fire hydrants, false alarms, burning regulations and definitions.

**NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF FORT OGLETHORPE, GEORGIA**

**Section 38-48 Fire Hydrants**

As referenced in Sec. 38-81 State minimum fire safety standards adopted, incorporated by reference; amendments. The Standard Fire prevention Code (SFPC) is incorporated by reference. SFPC outlines fire protection systems and appliances public and private. City ordinance requires the following in addition to those requirements of the SFPC.

- (a) **Fire hydrants installed in the City shall meet ANSI/AWWA C205 standards, ISO standards and have a minimum of:** one 4 ½ in. Steamer, or pumper connection, two 2 ½ in. Connections. All fire hydrants installed in the City shall be approved by the fire official, and the City of Fort Oglethorpe utilities department head. Fire hydrants without a pumper connection shall not be permitted. All hydrants cut off valves shall be accessible and readily identified. Hydrant cut off valves shall be located within a 3 ft. radius of the fire hydrant it serves unless otherwise authorized by the fire official, or City of Fort Oglethorpe utilities department head.

- (b) **Water Supply:** Adequate water supply to meet a minimum Needed Fire Flow (NFF) as defined by ISO shall be provided for all buildings constructed within the City. More capacity may be required under certain circumstances by the fire official. Water mains, appliances, and fire hydrants shall be installed to provide the NFF or available water whichever is greater. All fire flow tests shall be witnessed by the fire official, or representative, prior to final approval. At no time shall a water main in a predominantly commercial area, or serving a commercial structure, be less than 8" diameter and must meet NFPA 24 standards as adopted and amended by 120.3.3. At no time shall a water main serving any other area be less than 6" in diameter. No dead end water mains shall be permitted, all water mains shall be part of a grid, or loop, system to provide for the use of more than one hydrant at a time.
- (c) **Locations of Fire Hydrants:** Approved fire hydrants shall be located every 300ft. Fire hydrants may be located every 500 ft. in those areas determined by the fire official to be predominantly residential, one and two family dwellings, only. Maximum distance from the nearest hydrant to the most remote exterior point of any building shall be 300 ft., the maximum distance may be increased to 500 ft. for those one and two family dwellings determined by the fire official to be located in a predominantly residential area. The distance shall be measured on a roadway surface meeting the fire department access requirements outlined in the SFPC, with distance being added for turns and obstacles that may increase the way hose may be laid.
- (d) **Maintenance:** In addition to those requirements in the SFPC, all hydrants found to be defective shall be repaired to proper working order within 36 hours of notification. If the hydrant is not repaired within the time specified the City of Fort Oglethorpe will repair the hydrant and all costs will be charged to the owner of said hydrant. The owner of said hydrant will be responsible for the maintenance and repair of hydrants, and will be charged for the repairs if done by the City of Fort Oglethorpe when a defective fire hydrant is found, when a fire hydrant is found to be out of service, and when a hydrant is fixed.
- (e) **Obstruction:** It shall be unlawful for any person to obstruct or hinder the approach of the Fire Department to any fire hydrants. In order to assure access to fire hydrants, the following requirements must be met:
- (1) A minimum of thirty-six inches of clearance is required around a fire plug; and
  - (2) No person or entity shall construct any fence or other structure which would encroach the thirty-six inch minimum clearance for fire hydrants as outlined in subsection (1) of this section and no fence shall be constructed between the fire hydrant and the roadway; and
  - (3) Fire hydrants shall no be buried, caps shall be at least 12" from grade; and

- (4) No person shall allow trees, bushes or other growth upon the person's property to interfere with the approach to any fire hydrant or to encroach the thirty-six inch minimum clearance; and
- (5) At fire plug may not be painted except by an authorized agent or employee of the Fire Department of the City of Fort Oglethorpe; and
- (6) Parking of motor vehicles within 15 feet of a fire hydrant is prohibited. Parking lot lines may be required as necessary.
  
- (f) **Exception to the above shall be:** Other installations acceptable to and approved by the authority having jurisdiction.

# PLANS TRANSMITTAL LETTER

FIRE MARSHAL

GLENN P. DAVIS

Fort Oglethorpe Fire & Rescue  
Fire Prevention Division  
Telephone: (706) 861-4194 Fax: (706) 861-1041  
Email: **FOFRPREVENTION@COMCAST.NET**

201 Forrest Road  
P. O. Box 5509  
Fort Oglethorpe, GA 30742

**Please Fill Out the following COMPLETELY**

DATE: \_\_\_\_\_

TYPE OF PLANS:  FULL SET  ADDENDUM NO.  ARCHITECTUR  HVAC  
 PLUMBING  ELECTRICAL  FIRE PROTECTION  CIVIL

FACILITY NAME: \_\_\_\_\_ NEW  EXISTING

BUSINESS NAME: \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

STREET ADDRESS (PHYSICAL LOCATION): \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

TYPE OF OCCUPANCY (LSC):  ASSEMBLY  AMBULATORY HEALTH  COLLEGE  
 DAY CARE  EDUCATION  HOSPITAL  INDUSTRIAL  
 INSTITUTION  MERCANTILE  NURSING HOME  OFFICE  
 PERSONAL CARE  BUSINESS  RESIDENTIAL  STORAGE

OWNER: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_

ARCHITECT/ENGINEER: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

GEORGIA REGISTRATION NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**TYPE OF SUBMISSION (How many copies? Minimum 2 sets of prints required):**

BLUEPRINTS  SPECIFICATIONS

PURPOSE OF SUBMISSION:  PERMIT  PRELIMINARY  INFORMATION ONLY

REVIEW/APPROVAL  RESUBMISSION  OTHER \_\_\_\_\_

SQUARE FEET: \_\_\_\_\_ HOURS OPEN: \_\_\_\_\_ TO \_\_\_\_\_ **TOTAL** STORIES OF BUILDING \_\_\_\_\_

OCCUPANT LOAD NFPA 101): \_\_\_\_\_ BASEMENT: YES  NO  SPRINKLERS: YES  NO

**CONSTRUCTION TYPE (PER SBC) PLEASE CIRCLE ONE:**

NFPA 220 I(4,4,3) I(3,3,2) II(2,2,2) II(1,1,1) II(0,0,0) III(2,1,1) III(2,0,0) IV(2,H,H) V(1,1,1) V(0,0,0)

SBC I II - IV1-hr V unp V1-hr Vunp III VI 1-hr VI unp

IBC IA IB IIA IIB IIIA IIIB IV VA VB

RETURN PLANS TO: PROJECTED COMPLETION DATE OF PROJECT: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_

Note: **ANY** submittal **RECEIVED** without a **COMPLETET TRANSMITTAL FORM**, will be **RETURNED**. This includes addendum, resubmission, and ANY OTHER ITEMS that are submitted.

**CITY OF FORT OGLETHORPE FIRE DEPARTMENT  
AND BUILDING DEPARTMENT CODE SUMMARY  
FOR ALL COMMERCIAL PROJECTS  
(EXCEPT 1 AND 2-FAMILY DWELLINGS)**

(Fill out these sheets and Reproduce the following data on the building plans sheet 1 or 2)

Name of Project: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Owner or Authorized Agent: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Owned By:  City  Private  State  
 Occupancy Type:  \_\_\_\_\_  Occupancy Load \_\_\_\_\_

**LEAD DESIGN PROFESSIONAL:** \_\_\_\_\_

DESIGNER	FIRM	NAME	LICENSE #	TELEPHONE #
Architectural	_____	_____	_____	(____)_____
Civil	_____	_____	_____	(____)_____
Electrical	_____	_____	_____	(____)_____
Fire Alarm	_____	_____	_____	(____)_____
Plumbing	_____	_____	_____	(____)_____
Mechanical	_____	_____	_____	(____)_____
Sprinkler-Standpipe	_____	_____	_____	(____)_____
Structural	_____	_____	_____	(____)_____
Retaining Walls >5' High	_____	_____	_____	(____)_____
Other	_____	_____	_____	(____)_____

**YEAR EDITION BUILDING CODE:** \_\_\_\_\_ **YEAR EDITION LIFE SAFETY CODE:** \_\_\_\_\_  
 New Construction  Renovation (Existing Bldg)  Upfit  Alteration

**BUILDING DATA**  
**Construction Type:**  I-A  I-B  II-A  II-B  III-A  III-B  
 IV  V-A  V-B  
 Mixed construction:  No  Yes Types \_\_\_\_\_  
**Sprinklers:**  No  Yes  NFPA 13  NFPA 13R  NFPA 13D  
**Standpipes:**  No  Yes Class  I  II  III  Wet  Dry  
 \_\_\_\_\_  
**Building Height:** \_\_\_\_\_ Feet \_\_\_\_\_ Number of Stories  Unlimited per \_\_\_\_\_  
**Mezzanine:**  No  Yes  
**High Rise:**  No  Yes Central Reference Sheet # (if provided) \_\_\_\_\_  
**Gross Building Area:**

FLOOR	EXISTING (SQ FT)	NEW (SQ FT)	SUB-TOTAL
6 <sup>th</sup> Floor	_____	_____	_____
5 <sup>th</sup> Floor	_____	_____	_____
4 <sup>th</sup> Floor	_____	_____	_____
3 <sup>rd</sup> Floor	_____	_____	_____
2 <sup>nd</sup> Floor	_____	_____	_____
Mezzanine	_____	_____	_____
1 <sup>st</sup> Floor	_____	_____	_____
Basement	_____	_____	_____
TOTAL	_____	_____	_____

**ALLOWABLE AREA**

- Primary Occupancy:**
- |  |                                      |   |                                     |                                   |                                 |                            |
|--|--------------------------------------|---|-------------------------------------|-----------------------------------|---------------------------------|----------------------------|
| <input type="checkbox"/> Assembly                  | <input type="checkbox"/> A-1         | <input type="checkbox"/> A-2                | <input type="checkbox"/> A-3        | <input type="checkbox"/> A-4      | <input type="checkbox"/> A-5    |                            |
| <input type="checkbox"/> Business                  | <input type="checkbox"/> Educational | <input type="checkbox"/> Factory-Industrial | <input type="checkbox"/> F-1        | <input type="checkbox"/> F-2      |                                 |                            |
| <input type="checkbox"/> High-Hazard               | <input type="checkbox"/> H-1         | <input type="checkbox"/> H-2                | <input type="checkbox"/> H-3        | <input type="checkbox"/> H-4      | <input type="checkbox"/> H-5    |                            |
| <input type="checkbox"/> Institutional             | <input type="checkbox"/> I-1         | <input type="checkbox"/> I-2                | <input type="checkbox"/> I-3        | <input type="checkbox"/> I-4      |                                 |                            |
|  | I-3 Use Condition                    | <input type="checkbox"/> 1                  | <input type="checkbox"/> 2          | <input type="checkbox"/> 3        | <input type="checkbox"/> 4      | <input type="checkbox"/> 5 |
| <input type="checkbox"/> Mercantile                | <input type="checkbox"/> Residential | <input type="checkbox"/> R-1                | <input type="checkbox"/> R-2        | <input type="checkbox"/> R-3      | <input type="checkbox"/> R-4    |                            |
| <input type="checkbox"/> Storage                   | <input type="checkbox"/> S-1         | <input type="checkbox"/> S-2                | <input type="checkbox"/> High-piled |                                   |                                 |                            |
| <input type="checkbox"/> Utility and Miscellaneous |                                      | Parking Garage                              | <input type="checkbox"/> Open       | <input type="checkbox"/> Enclosed | <input type="checkbox"/> Repair |                            |

**Secondary Occupancy:** \_\_\_\_\_

- Special Occupancy:**  509.2  509.3  509.4  509.5  509.6  509.7  509.8

- Mixed Occupancy:**  No  Yes Separation: \_\_\_\_\_ Hr. Exception: \_\_\_\_\_

- Non-Separated Mixed Occupancy (508.3.2)

Code requirements shall apply to each portion of the building based on the occupancy classification of that space except that the most restrictive application provisions of Section 403 and chapter 9 shall apply to the entire building or portion thereof.

- Separated Mixed Occupancy (508.3.3) - See below for area calculations

In each story, the building area shall be such that the sum of the ratios of the actual floor area of each occupancy divided by the allowable of each occupancy shall not exceed 1.

$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} \leq 1$$

$$\text{_____} + \text{_____} + \dots = \text{_____} \leq 1.00$$

STORY NO.	DESCRIPTION AND USE	(A) BLDG AREA PER STORY (ACTUAL)	(B) TABLE 503 <sup>5</sup> AREA	(C) AREA FOR OPEN SPACE INCREASE <sup>1</sup>	(D) AREA FOR SPRINKLER INCREASE <sup>2</sup>	(E) ALLOWABLE AREA OR UNLIMITED <sup>3</sup>	(F) MAXIMUM BUILDING AREA <sup>4</sup>

<sup>1</sup> Open space area increases from Section 506.2 are computed thus:

- Perimeter which fronts a public way or open space having 20 feet open minimum width = \_\_\_\_\_ (F)
- Perimeter of entire building (feet) = \_\_\_\_\_ (P)
- Ratio (F/P) = \_\_\_\_\_ (F/P)
- W = Width of public way or open space (feet) in accordance with section 506.2.1 = \_\_\_\_\_ (W)
- Percent of frontage increase  $I_f = 100 [F/P - 0.25] \times W/30 = \text{_____} (\%)$

<sup>2</sup> The sprinkler increase per Section 506.3 is as follows:

- Multi-story building  $I_s = 200$  percent
- Single story building  $I_s = 300$  percent

<sup>3</sup> Unlimited area applicable under conditions of Sections Group B, F, M, S, A-4 (507.2, 507.3, 507.4, 507.6, 507.7); Group A motion picture (507.10); Malls (402.6); and H-2 aircraft paint hangers (507.8).

<sup>4</sup> Maximum Building Area (506.4) = (total number of stories in the building) x E but not greater than 3 x E.

<sup>5</sup> The maximum area of parking garages must comply with 406.3.5. The maximum area of air traffic control towers must comply with 412.1.2.

**ALLOWABLE HEIGHT**

	ALLOWABLE (TABLE 503)	INCREASE FOR SPRINKLERS	SHOWN ON PLANS	CODE REFERENCE
Type of Construction	Type _____		Type _____	
Building Height in Feet	Feet _____	Feet = H + 20' = _____		
Building Height in Stories	Stories _____	Stories + 1 = _____	Stories	

**FIRE PROTECTION REQUIREMENTS**

Life Safety Plan Sheet #, if Provided \_\_\_\_\_

BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	RATING		DETAIL # AND SHEET #	DESIGN # FOR RATED ASSEMBLY	DESIGN # FOR RATED PENETRATION	DESIGN # FOR RATED JOINTS
		REQ'D	PROVIDED (W/ _____ *) REDUCTION)				
Structural frame, including columns, girders, trusses							
Bearing walls							
Exterior							
North							
East							
West							
South							
Interior							
Nonbearing walls and partitions							
Exterior							
North							
East							
West							
South							
Interior							
Floor construction Including supporting beams and joists							
Roof construction Including supporting beams and joists							
Shafts - Exit							
Shafts - Other							
Corridor Separation							
Occupancy Separation							
Party/Fire Wall Separation							
Smoke Barrier Separation							
Tenant Separation							

\* Indicate section number permitting reduction

**LIFE SAFETY SYSTEM REQUIREMENTS**

Emergency Lighting:       No     Yes  
 Exit Signs:                     No     Yes  
 Fire Alarm:                     No     Yes  
 Smoke Detection Systems:    No     Yes  
 Panic Hardware:               No     Yes

**EXIT REQUIREMENTS**

**NUMBER AND ARRANGEMENT OF EXITS**

FLOOR, ROOM OR SPACE DESIGNATION	MINIMUM <sup>2</sup> NUMBER OF EXITS		TRAVEL DISTANCE		ARRANGEMENT MEANS OF EGRESS(SECTION 1015.2.1)	
	REQUIRED	SHOWN ON PLANS	ALLOWABLE TRAVEL DISTANCE (TABLE 1016.1)	ACTUAL TRAVEL DISTANCE SHOWN ON PLANS	REQUIRED DISTANCE BETWEEN EXIT DOORS	ACTUAL DISTANCE SHOWN ON PLANS

<sup>1</sup> Corridor dead ends (Section 1017.3)  
<sup>2</sup> Single exits (Table 1019.2)  
<sup>3</sup> Common Path of Travel (Section 1014.3)

**EXIT WIDTH**

USE GROUP OR SPACE DESCRIPTION	(a)	(b)	(c)		EXIT WIDTH (in) <sup>2,3,4,5,6</sup>			
	AREA <sup>1</sup> sq. ft.	AREA <sup>1</sup> PER OCCUPANT (TABLE 1004.1.1)	EGRESS WIDTH PER OCCUPANT (TABLE 1005.1)		REQUIRED WIDTH (SECTION 1005.1) (a+b) x c		ACTUAL WIDTH SHOWN ON PLANS	
			STAIR	LEVEL	STAIR	LEVEL	STAIR	LEVEL

<sup>1</sup> See Table 1004.1.1 to determine whether net or gross area is applicable. See definition "Area, Gross" and "Area, Net" (Section 1002)  
<sup>2</sup> Minimum stairway width (Section 1009.1); min. corridor width (Section 1017.2); min. door width (Section 1008.1)  
<sup>3</sup> Minimum width of exit passageway (Section 1021.1)  
<sup>4</sup> See Section 1004.5 for converging exits.  
<sup>5</sup> The loss of one means of egress shall not reduce the available capacity to less than 50 percent of the total required (Section 1005.1)  
<sup>6</sup> Assembly occupancies (Section 1025)

**STRUCTURAL DESIGN**

**DESIGN LOADS:**

**Importance Factors:** Wind ( $I_w$ ) \_\_\_\_\_  
 Snow ( $I_s$ ) \_\_\_\_\_  
 Seismic ( $I_E$ ) \_\_\_\_\_

**Live Loads:** Roof \_\_\_\_\_ psf  
 Mezzanine \_\_\_\_\_ psf  
 Floor \_\_\_\_\_ psf

**Snow Load:** \_\_\_\_\_ psf

**Wind Load:** Basic Wind Speed \_\_\_\_\_ mph (ASCE-7-98)  
 Exposure Category \_\_\_\_\_  
 Wind Base Shears (for MWFRS)  $V_x =$  \_\_\_\_\_  $V_y =$  \_\_\_\_\_

**SEISMIC DESIGN CATEGORY A, B, C, D & E**

Provide the following Seismic Design Parameters:

**Seismic Use Group** \_\_\_\_\_

**Spectral Response Acceleration**  $S_{MS}$  \_\_\_\_\_ %g  $S_{M1}$  \_\_\_\_\_ %g

**Site Classification** \_\_\_\_\_

**Basic structural system** (check one)  
 \_\_\_\_\_ Bearing Wall \_\_\_\_\_ Dual w/Special Moment Frame  
 \_\_\_\_\_ Building Frame \_\_\_\_\_ Dual w/Intermediate R/C or Special Steel  
 \_\_\_\_\_ Moment Frame \_\_\_\_\_ Inverted Pendulum

**Seismic base shear**  $V_x =$  \_\_\_\_\_  $V_y =$  \_\_\_\_\_

**Analysis Procedure** \_\_\_\_\_ Simplified \_\_\_\_\_ Equivalent Lateral Force \_\_\_\_\_ Modal

**Architectural, Mechanical, Components anchored?** \_\_\_\_\_

**LATERAL DESIGN CONTROL:** Earthquake \_\_\_\_\_ Wind \_\_\_\_\_

**SOIL BEARING CAPACITIES:**

Field Test (provide copy of test report) \_\_\_\_\_ psf  
 Presumptive Bearing capacity \_\_\_\_\_ psf  
 Pile size, type, and capacity \_\_\_\_\_

**PLUMBING FIXTURE REQUIREMENTS**

OCCUPANCY	WATERCLOSETS		URINALS	LAVATORIES		SHOWERS/ TUBS	DRINKING FOUNTAINS	
	MALE	FEMALE		MALE	FEMALE		REGULAR	ACCESSIBLE

**ACCESSIBLE PARKING**

LOT OR PARKING AREA	TOTAL # OF PARKING SPACES		# OF ACCESSIBLE SPACES PROVIDED		TOTAL # ACCESSIBLE PROVIDED
	REQUIRED	PROVIDED	REGULAR WITH 5' ACCESS AISLE	VAN SPACES WITH 8' ACCESS AISLE	
TOTAL					

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## SPECIAL APPROVALS

**Special approval:** (Local Jurisdiction, Department of Insurance, SBCCI, ICC, etc., describe below)

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## ENERGY SUMMARY

### ENERGY REQUIREMENTS:

The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If energy cost budget method, state the annual energy cost budget vs allowable annual energy cost budget.

### THERMAL ENVELOPE

#### Method of Compliance:

Prescriptive    Performance    Energy Cost Budget

#### Roof/ceiling Assembly (each assembly)

Description of assembly  
U-Value of total assembly  
R-Value of insulation  
Skylights in each assembly  
    U-Value of skylight  
    total square footage of skylights in each assembly

#### Exterior Walls (each assembly)

Description of assembly  
U-Value of total assembly  
R-Value of insulation  
Openings (windows or doors with glazing)  
    U-Value of assembly  
    shading coefficient  
    projection factor  
    low e required, if applicable  
Door R-Values

#### Walls adjacent to unconditioned space (each assembly)

Description of assembly  
U-Value of total assembly  
R-Value of insulation  
Openings (windows or doors with glazing)  
    U-Value of assembly  
    Low e required, if applicable  
Door R-Values

#### Walls below grade (each assembly)

Description of assembly  
U-Value of total assembly  
R-Value of insulation

**Floors over unconditioned space** (each assembly)

Description of assembly  
U-Value of total assembly  
R-Value of insulation

**Floors slab on grade**

Description of assembly  
U-Value of total assembly  
R-Value of insulation  
Horizontal/vertical requirement  
slab heated

**ELECTRICAL SUMMARY**

**ELECTRICAL SYSTEM AND EQUIPMENT**

**Method of Compliance:**

Prescriptive       Performance       Energy Cost Budget

**Lighting schedule**

lamp type required in fixture  
number of lamps in fixture  
ballast type used in the fixture  
number of ballasts in fixture  
total wattage per fixture  
total interior wattage specified vs allowed  
total exterior wattage specified vs allowed

**Equipment schedules with motors** (not used for mechanical systems)

motor horsepower  
number of phases  
minimum efficiency  
motor type  
# of poles

**MECHANICAL SUMMARY**

**MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT**

**Method of Compliance**

Prescriptive       Energy Cost Budget

**Thermal Zone**

winter dry bulb  
summer dry bulb

**Interior design conditions**

winter dry bulb  
summer dry bulb  
relative humidity

**Building heating load**

**Building cooling load**

**Mechanical Spacing Conditioning System**

Unitary

description of unit

heating efficiency

cooling efficiency

heat output of unit

cooling output of unit

Boiler

total boiler output. If oversized, state reason.

Chiller

total chiller capacity. If oversized, state reason.

**List equipment efficiencies**

**Equipment schedules with motors (mechanical systems)**

motor horsepower

number of phases

minimum efficiency

motor type

# of poles