



DEKALB COUNTY FIRE RESCUE DEPARTMENT

Darnell D. Fullum, Director/Fire Chief

Fire Marshal Division-Chief Joseph K. Cox, Fire Marshal
1950 W. Exchange Place, Tucker, Georgia 30084

Phone: 404-371-2776 Fax: 404-687-2430



MEMORANDUM

TO: Day Care Provider
FROM: Fire Marshal, Joseph K. Cox
DATE: October 30, 2015
SUBJECT: Acceptable Plan Submittal

In order to serve you in a timely fashion, the following information is required, at a minimum, to be noted and shown on each set of plans submitted for review and approval:

- Site plans noting driveway, parking, handicap parking, location of structure to other structures, distance of structures from other structures, walkways, ramps, stairs, location of air or heating unit on the outside. Include information regarding the required fenced play area. Include the height of the fence and identify all gate hardware. Site plan **MUST** be drawn to scale.
- *State on plans if structure has fire alarm and or sprinkler system*
- Dimensions of all rooms. Label all rooms and indicate use. All classrooms need to identify the exact ages of the children in that room.
- Location and sizes of all doors, door width, corridors, and windows with **sill** height. Note which direction door swings, length of halls and corridors.
- Location of fire alarm components which include pull stations, horn/strobe units, and fire alarm control panel. (**Note location where installed or plan to install**).
- Location of all smoke detectors. (**Note location where installed or proposed to install**).
- Location of all exit signs. (**Note location where installed or proposed to install**).
- Location of emergency lighting. (**Note location where installed or proposed to install**).
- Location of portable fire extinguishers.
- Location of furnace. (**Note CFM and BTU of unit**).
- Location of furnace or water heater. If unit is in attic, note location. Hot Water Heater – (**Note BTU input rating**); Furnace – (**Note CFM and BTU of unit**).

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- Location of cooking equipment (residential or commercial appliance). Hoods vented outside with fire suppression systems.
- Location of all stairs (inside or outside), ramps and grade of ramps, and show handrails and/or quad-rails to be provided.
- **Note the Construction Type for the structure** (kind of building material used). ***This is very important.*** Use the classifications identified in the International Building Code, 2012 edition, Section 602. (Defines the building material used).

- Drawing of outside of structure with elevation of grade is structure is two-story or split-level structure.
- Location and size of laundry room.
- If facility has storage room, size of room and what will be stored in the room.
- Provide the occupant load per the Life Safety Code. (with calculations)
- Provide the occupant load per the International Building Code. (with calculations)
- Provide a Life Safety Plan. **MUST** be drawn to scale.

- In addition to the information above, a properly submitted plan review package **MUST** include (3) sets of **scaled** architectural, mechanical, plumbing and electrical drawings on a minimum **22" x 28"** sheet of paper. Furthermore, a plans transmittal form (see attached) **MUST** be completely filled out. You must specify the occupant load (number of children you will be licensed for by DHR) on this form. The scale **MUST** be 1/8" equals one foot or 1/4 " equals one foot.
- Properly submitted plans **MUST** bear the seal of a *Registered Georgia Architect or Engineer*.
- ***Applicant shall provide documentation with plans that they are a current state child care provider***

- This office enforces *N. F. P. A. 101 Life Safety Code 2012 Edition, as modified by the GSFC, 2010 G. A. C. 120-3-20 Accessibility Code and 2012 International Fire Code and Modifications.*
- Once plans are submitted to this office, they are reviewed **in the order they are received**. This office reviews plans not only for the area of your facility, but also for the whole County. Therefore, the approximately return time for approved plans is currently two (2) weeks. **Before any construction/renovation work is started, you must have a construction permit and approved plans from this office.**
- Final approved plans must be on site before final fire inspection can be completed.

If you have any questions or require further assistance, please email us at dekalbfmo@dekalbcountyga.gov or call the Plan Review Office at (404) 371-6208.

*File: Day Care Provider/Acceptable Plan Submittal
Revised: October 30, 2015*