



## DEKALB COUNTY FIRE RESCUE DEPARTMENT

Darnell D. Fullum, Director/Fire Chief

*Fire Marshal Division-Chief Joseph K. Cox, Fire Marshal*  
330 West Ponce De Leon Avenue, Decatur, Georgia 30030

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



**TO: PERSONAL CARE HOME PROVIDER  
(4-6 CLIENTS)**

**FROM: Joseph K. Cox  
FIRE MARSHAL**

**SUBJECT: ACCEPTABLE PLAN SUBMITTAL**

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

- Location of ramps, stairs with dimensions on the outside, (indicate location of handicap ramp).
- Dimensions of all rooms. Label all rooms and indicate use.
- Location and sizes of all doors, door width, corridors, bedroom window dimensions with sill height, length of halls and corridors.
- Location of fire alarm components which include pull stations, horn/strobe units, and fire alarm control panel, Note location of the pull stations or where they plan to be installed.
- Location of stove in kitchen.
- Location of all stairs, inside and outside. Ramps and grade of ramps, and show height and dimensions of handrails to be provided.
- Location of furnace and hot water heater. Note whether the unit is in an attic, basement, or hallway.

Acceptable Plan Submittal

- Location of all smoke detectors.
- Drawing of exterior structure, with elevation of grade if structure is two-story or split-level structure.
- Location and size of laundry room.
- Note if attic is finished or unfinished.

**In addition, a properly submitted plan must bear the seal of registered Georgia architect or engineer. The plan review must provide a symbol legend denoting all initiating and notification devices. The plan review must also state the applicable codes and amendments enforced by DeKalb County.** This fire department enforces 2012, N.F.P.A. 101 Life Safety code with Georgia Modifications, 2010 G.A.C. 120-3-20, Accessibility Code and 2012 International Fire Code, per Georgia Safety Fire Commission Modifications.

**Once plans are submitted to the Building Department, and forwarded to this office, they are reviewed in the order in which they are received. The Fire Marshal Office reviews plans for the entire County. Therefore, the approximate return time for approved plans is currently (10) business days. All fire alarm systems that are installed must have separate permits and plans submitted to the DeKalb County Building Department for review, prior to inspection being conducted. Prior to any construction/renovation work, you must have an approved set of plans form this office.**

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Joseph K. Cox, Fire Marshal