

YOU'RE 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. 281)
- 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. 281). 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).

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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

Component	Primary Code	Secondary
1. Means of Egress	Life Safety Code	International Building Code
2. Mezzanines	Life Safety Code	International Building Code
3. Smoke Proof Enclosure(High Rise)	International Building Code	Life Safety Code
4. Standpipes	International Building Code	Life Safety Code
5. Sprinklers	Life Safety Code	International Building Code
6. Fire Alarms	Life Safety Code	International Building Code
7. Smoke Detection	25-2-40 Life Safety Code	International Building Code
8. Portable Fire Extinguisher	Life Safety Code	International Fire Prevention Code
9. Occupancy Classification	Life Safety Code	International Building Code
10. Definitions	International Building Code	Life Safety Code
11. Cooking Equipment	Life Safety Code & NFPA96	Standard Gas Code
12. HVAC	International Mechanical Code	NFPA 90A & NFPA 90B
13. Gas Appliances	NFPA 54	Standard Gas Code
14. Interior Finishes	Life Safety Code	International Building Code
15. Vertical Openings	Life Safety Code	International Building Code
16. Type of Construction	International Building Code	Life Safety Code

**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.