

**Community Development  
Building & Permitting Division  
38 Hill Street, Suite G-30  
Roswell, GA 30075  
770-641-3780  
[www.roswellgov.com](http://www.roswellgov.com)**

## FIRE SUBMITTAL APPLICATION PACKET

This packet contains information required to prepare and submit to the City of Roswell building for a fire permit submittal. You must have an approved permit prior to beginning construction. If construction begins before the permit issued, you may be subject to enforcement action and a double permit fee. **A request for an inspection can be made up to 48 hours in advance - Phone 770-641-3730 between the hours of 8:00 am and 4:30 pm. Make sure you submit your Business License and State License with each application.**

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### PERMITTING TEAM CONTACT

Fire Marshal.....	Charlie Vacca .....	70.594.6226.....	<a href="mailto:cvacca@roswellgov.com">cvacca@roswellgov.com</a>
Assistant Fire Marshal.....	Chris Cooper.....	770-594-6225.....	<a href="mailto:ccooper@roswellgov.com">ccooper@roswellgov.com</a>
Assistant Fire Marshal.....	Ed Botts.....	770.594.6415.....	<a href="mailto:ebotts@roswellgov.com">ebotts@roswellgov.com</a>
Assistant Fire Marshal .....	Mike Fink .....	770.594.6224.....	<a href="mailto:mfink@roswellgov.com">mfink@roswellgov.com</a>
Administrative Assistant.....	Gina Daunt.....	770.594-6128.....	<a href="mailto:gdaunt@roswellgov.com">gdaunt@roswellgov.com</a>

### EXPIRATION NOTICE

In accordance with Section, 5.4.5 of the City of Roswell Code of Ordinances, an application for a permit for any proposed work shall be deemed to have been abandoned six (6) months after the date of filing for the permit, unless before then a permit has been issued. The chief building official may allow one (1) or more extension of time for periods of not more than ninety (90) days each provided the extension is requested in writing and justifiable cause is demonstrated.

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Application No.: _____
Taken In By: _____

**FIRE PERMIT APPLICATION**

<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<b>Estimate Value (Labor and Materials):</b>
<input type="checkbox"/> Sprinkler <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Suppression <input type="checkbox"/> Hoods	

**JOB SITE INFORMATION**

Job Site Address	Suite:
Lot #	Subdivision:
Description of Work:	

**CONTACTS**

<b>Tenant</b>	Name:		
	Address:		
	City:	State:	Zip:
	Phone:		
<b>Contractor</b>	Company Name:		Qualifier:
	Address:		
	City:	State:	Zip:
	Phone:	Email:	

**SIGNATURE**

*Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.*

Signature of Applicant:	Date:
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# FIRE SUBMITTAL CHECKLIST

PLANS	FEES	DOCUMENTS
<b>SPRINKLER</b>		
<p>3 SETS OF PLANS THAT SHOW THE SYSTEM IN COMPLIANCE WITH NFPA 13 AND HYDRAULIC CALCULATIONS</p> <p>IF IT IS A MODIFICATION, 2 SETS OF PLANS SHOWING COMPLIANCE WITH NFPA 13 IS NEEDED. THERE MAY BE TIMES WHEN A COMPLIANCE LETTER TO THE FIRE MARSHAL WILL SUFFICE.</p>	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS & STATE LICENSES
<b>GREASE HOODS</b>		
<p>3 SETS OF PLANS SHOWING COMPLIANCE WITH NFPA 96</p> <p>WE INSPECT THE DUCTS &amp; THE FIRE PROTECTIVE WRAP. AND WALLS BEHIND HOOD, RETURN AIR AND EXHAUST ALL MUST BE IN COMPLIANCE WITH NFPA 96</p> <p>A LIGHT TEST <b>IS NOT</b> REQUIRED BY OUR OFFICE HOWEVER, THE CONTRACTOR SHALL INSPECT THE HOOD AND CONDUCT A LIGHT TEST AND DOCUMENT THE RESULTS ON A CERTIFICATION LETTER TO BE HANDED TO THE FIRE INSPECTOR AT THE TIME OF FINAL INSPECTION.</p>	~SEE FEE SCHEDULE~	STATE PERMIT WITH PICTURE ID & BUSINESS LICENSE
<b>FIRE ALARM SYSTEMS</b>		
<p>3 SETS OF PLANS AND ALL THE SPECIFICATIONS THAT SHOW COMPLIANCE WITH NFPA 72.</p> <p>INSPECTIONS OF THE SYSTEM AND CERTIFICATION OF TEST AND ACCEPTANCE OF THE CONTRACTOR WILL BE REQUIRED AT THE TIME OF FINAL INSPECTION.</p>	~SEE FEE SCHEDULE~	CONTRACTOR BUSINESS AND STATE LICENSES
<b>AUTOMATIC EXTINGUISHING SYSTEM (GREASE HOODS &amp; GASEOUS SYSTEMS)</b>		
<p>3 SETS OF PLANS SHOWING COMPLIANCE WITH THE APPROPRIATE CODE THAT IS APPLICABLE TO THE SPECIFIC EXTINGUISHING SYSTEM.</p> <p>INSPECTIONS ARE CONDUCTED SPECIFIC TO THE TYPE OF EXTINGUISHIGN SYSTEM.</p>	~SEE FEE SCHEDULE~	STATE PERMIT WITH PICTURE ID & BUSINESS LICENSE

## City of Roswell – Building & Fire Permit Fees- **ALL FEES PAID AT TIME OF SUBMITTAL**

Application	\$25 - a non-refundable application fee is in addition to the applicable fees below	
Plan Review	Building, plumbing, mechanical, electrical and permanent sign permit fees will be collected in addition to fees that are based on Building Valuation Tables	50% of the permit fee for commercial projects.  25% of the permit fee for residential projects.
Building Valuation	Residential – One & Two Family and Non-Residential & Multi-Family	<b>Use ICC Building Valuation Data Table, latest publication edition</b>
Permit Fees Based on Valuations  <b>ALL FEES ARE PAID AT TIME OF SUBMITTAL.</b>  <b>ALL FEES ARE NON-REFUNDABLE UNLESS AN ERROR HAS BEEN MADE INTERNALLY.</b>	The following valuation shall be used for all building permit fees including electrical, mechanical, plumbing, fire related and building permits in which square footage is not an applicable determination to calculate building fees	
	TOTAL VALUATION	FEES
	\$0 to \$2,000	\$25
	\$2,001 to \$5,000	\$25 for the first \$2,000; plus \$7 for each additional \$250 or thereof, to and including \$5,000
	\$5,001 to \$50,000	\$109 for the first \$5,000; plus \$6 for each additional \$1,000 or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$379 for the first \$50,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 and \$750,000	\$629 for the first \$100,000; plus \$4 for each additional \$1,000 or fraction thereof, including \$750,000
\$750,000 and above	\$3,229 for the first \$750,000; plus \$2 for each additional \$1,000 or fraction thereof	
Certificate of Occupancy or Completion (C/O or C/C)	Temporary, conditional and partial certificate of occupancy AND for each 30-day extension	\$200
	Replacement of permits, CO's, etc.	\$25
Re-Inspections	Re-inspection fee	\$50 first time \$75 second time \$100.00 third time and each subsequent time
Sign Permits (incl. elec.)	Wall	\$50 + \$25 app fee & \$25 review fee
	Free Standing	\$100 + \$25 app fee & \$50 review fee
Others	Transfer of Permit/change of contractor	\$200
	Temporary Power Letter	\$50
	Temporary Power Pole	\$25
	Demolition	See Demo Permit
	House Moving Permit	\$100
	Roofing	per valuation
	Inspections outside of normal business hours	\$75 per hour (\$150 minimum)
	Minor (50% or less) Plan Revision Reviews – Revision on change to plans after approval	\$75 per hour (\$150 minimum)
	Fee for work done without a permit	200% of original permit fee
	Temporary Construction Trailer (not including electric	\$100
	Preliminary/Code compliance/safety inspections	\$100