

City Fire Plan Submittal Process Instructions

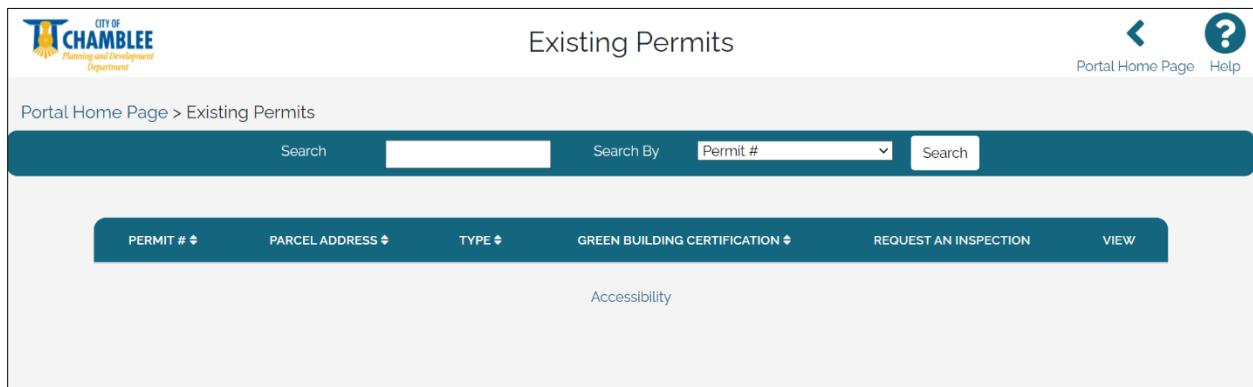
All businesses are required to have a Life Safety Inspection prior to approval of a new or revised Occupational Tax Certificate. Follow these instructions to upload the necessary documents and pay fees so you can schedule an inspection.

Step 1: Prepare Floor Plans

- Businesses > 5000 sq ft and all assembly, education, and institutional occupancies will require a stamped floor plan by a licensed design professional.
- Businesses < 5000 sq ft will require a floor plan sketch.
- Floor plans shall include the following information:
 - Construction type of the building
 - Total square feet and dimensions
 - Each room labeled
 - Location of emergency signs and extinguishers, all walls, entrances, doors, and stairs

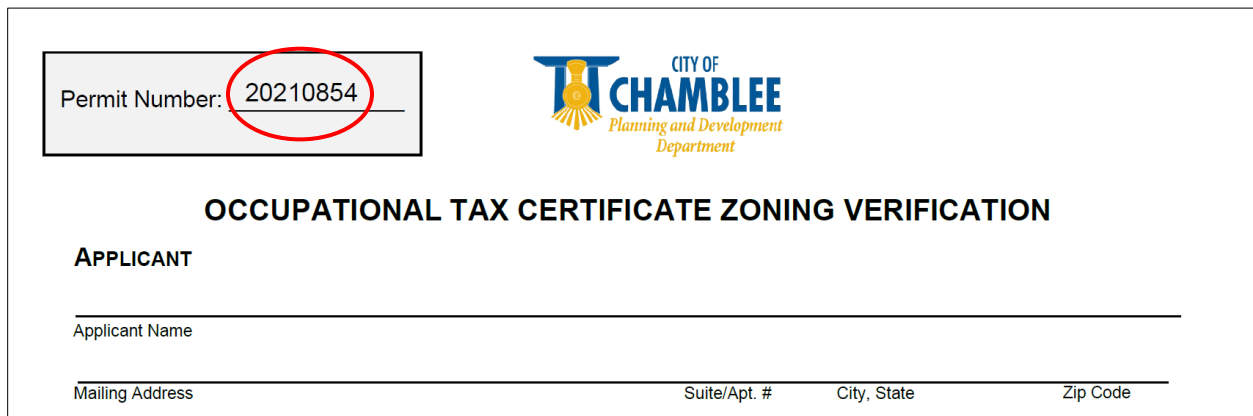
Step 2: Submit Payment to initiate the City Fire Plan Submittal Process

- Visit the City Permitting Portal by clicking the link: <https://chamblee.portal.iworq.net/CHAMBLEE/permits/601>



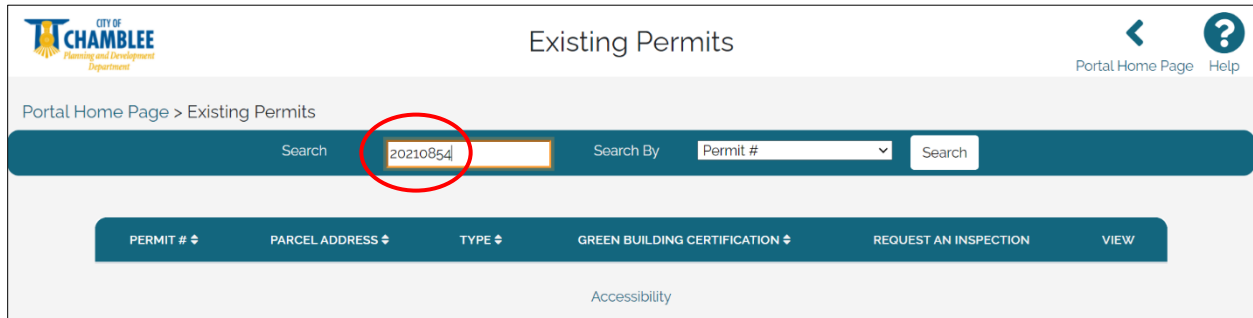
The screenshot shows the 'Existing Permits' page of the City of Chamblee portal. It features a search bar with a 'Search' button and a dropdown menu for 'Search By' set to 'Permit #'. Below the search bar is a table with columns: PERMIT #, PARCEL ADDRESS, TYPE, GREEN BUILDING CERTIFICATION, REQUEST AN INSPECTION, and VIEW. A row is visible with the word 'Accessibility' under the 'TYPE' column.

- Refer to the Occupational Tax Certificate Zoning Verification form to obtain your permit number.



The form is titled 'OCCUPATIONAL TAX CERTIFICATE ZONING VERIFICATION'. It includes the City of Chamblee logo and a box for 'Permit Number: 20210854', where the number is circled in red. Below the title, there are sections for 'APPLICANT' with fields for 'Applicant Name', 'Mailing Address', 'Suite/Apt. #', 'City, State', and 'Zip Code'.

- Input your permit number in the search box.



Existing Permits

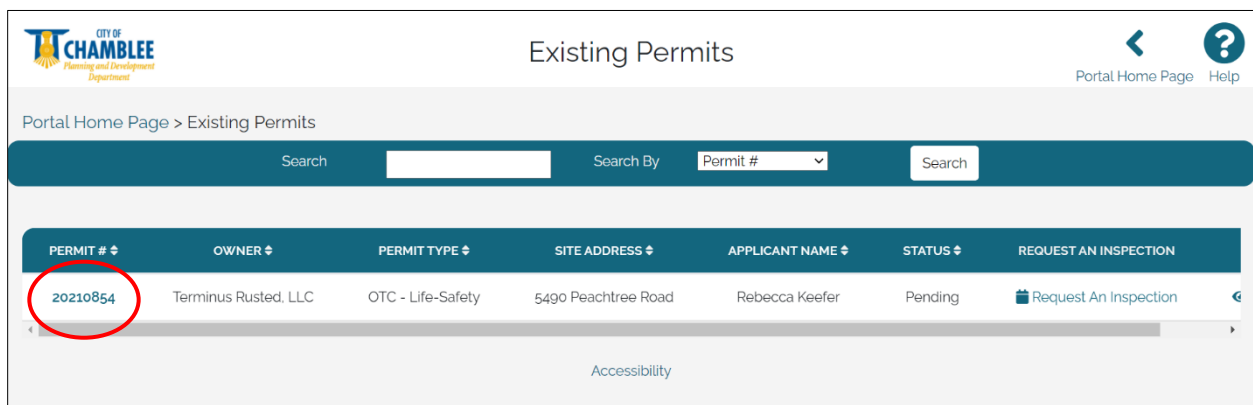
Portal Home Page > Existing Permits

Search Search By Search

PERMIT # ▾ PARCEL ADDRESS ▾ TYPE ▾ GREEN BUILDING CERTIFICATION ▾ REQUEST AN INSPECTION VIEW

Accessibility

- Click on the Permit# hyperlink to open the Permit View.



Existing Permits

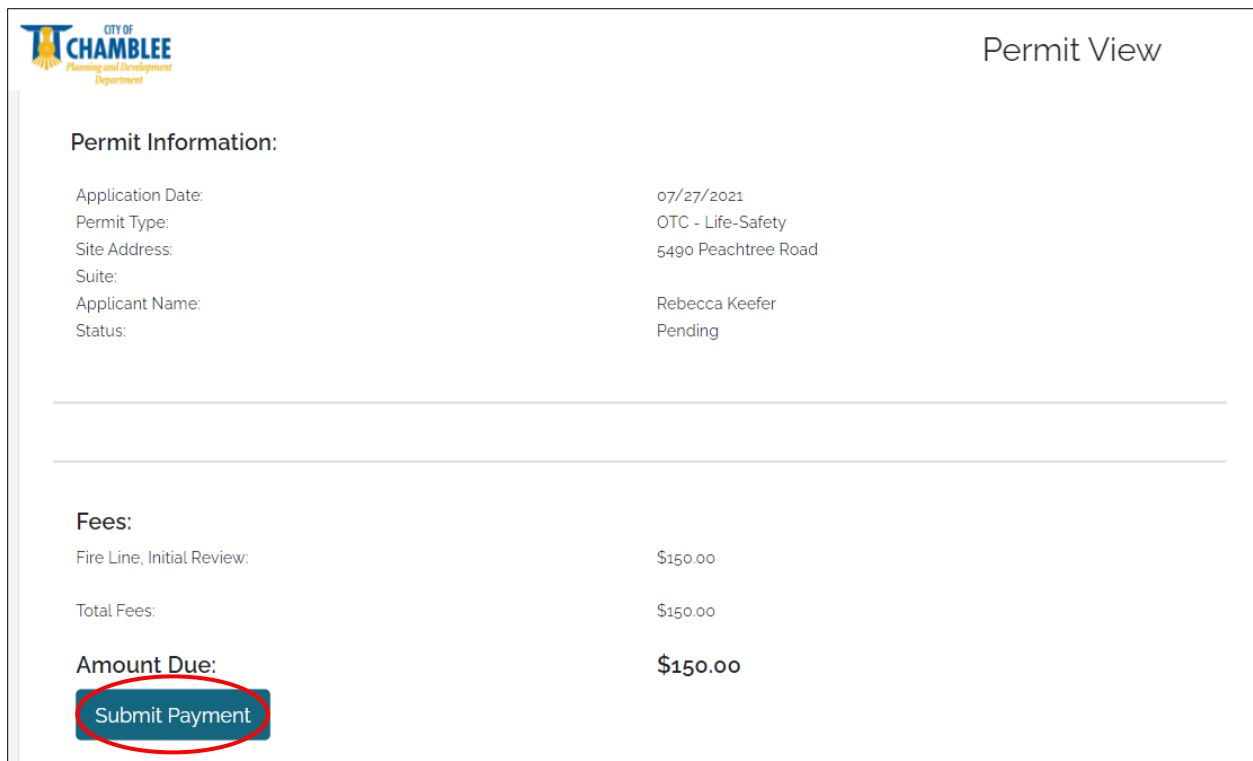
Portal Home Page > Existing Permits

Search Search By Search

PERMIT # ▾	OWNER ▾	PERMIT TYPE ▾	SITE ADDRESS ▾	APPLICANT NAME ▾	STATUS ▾	REQUEST AN INSPECTION
20210854	Terminus Rusted, LLC	OTC - Life-Safety	5490 Peachtree Road	Rebecca Keefer	Pending	Request An Inspection

Accessibility

- Click Submit Payment, and follow the instructions on the windows that follow to complete payment.



Permit View

Permit Information:

Application Date: 07/27/2021
 Permit Type: OTC - Life-Safety
 Site Address: 5490 Peachtree Road
 Suite:
 Applicant Name: Rebecca Keefer
 Status: Pending

Fees:


Fire Line, Initial Review: \$150.00
 Total Fees: \$150.00

Amount Due: \$150.00

[Submit Payment](#)

Step 3: Submit Floor Plans

- When you are prepared to upload your floor plans, return to the City Permitting Portal by clicking the link: <https://chamblee.portal.iworq.net/CHAMBLEE/permits/601>. This can occur immediately after payment or at a later date.
- Refer to the Occupational Tax Certificate Zoning Verification form to obtain your permit number.
- Input your permit number in the search box.
- Click on the Permit# hyperlink that populates after the search to open the Permit View.
- Click Choose Files to open File Explorer and locate your Floor Plan file.



Permit View

Permit Information:

Application Date:	07/27/2021
Permit Type:	OTC - Life-Safety
Site Address:	5490 Peachtree Road
Suite:	
Applicant Name:	Rebecca Keefer
Status:	Pending

Fees:

Fire Line, Initial Review:	\$150.00
Total Fees:	\$150.00

Amount Due: **\$150.00**

Uploaded Files:

0 files have been uploaded

files No file chosen

- Once file is selected, click upload button.

Uploaded Files:

0 files have been uploaded

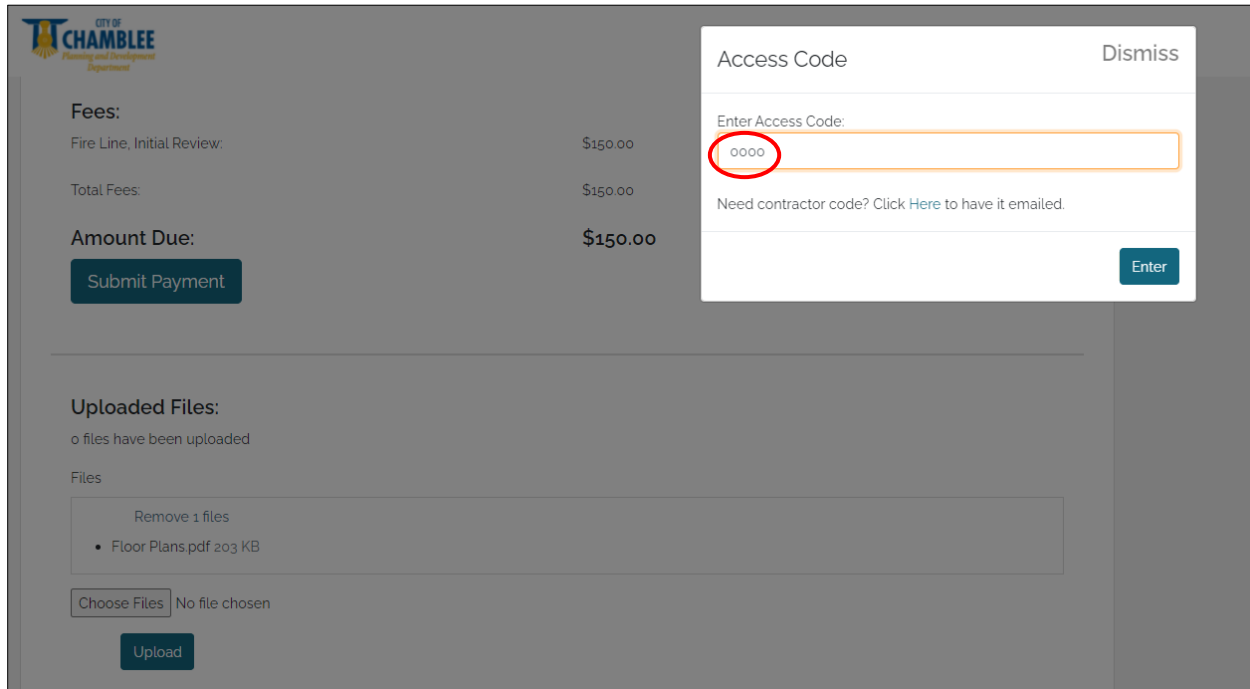
Files

Remove 1 files

- Floor Plans.pdf 203 KB

No file chosen

- Type “0000” (four zeros) into the Access Code window that pops up.



Fees:

Fire Line, Initial Review:	\$150.00
Total Fees:	\$150.00

Amount Due: \$150.00

[Submit Payment](#)

Uploaded Files:
0 files have been uploaded

Files

Remove 1 files

- Floor Plans.pdf 203 KB

[Choose Files](#) No file chosen

[Upload](#)

Access Code [Dismiss](#)

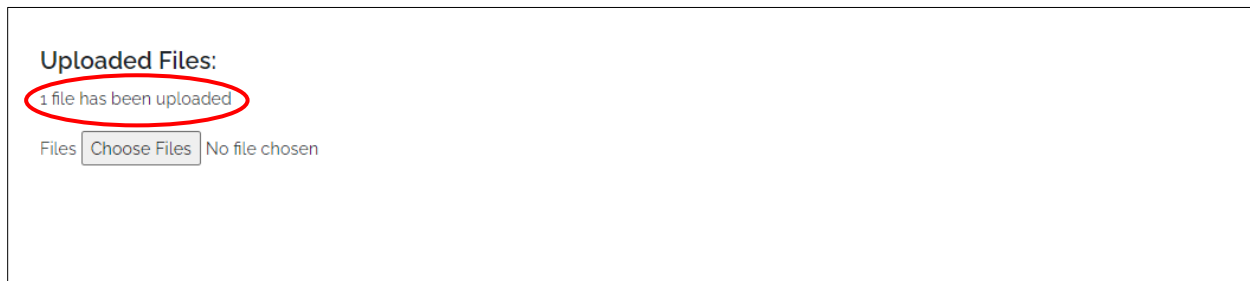
Enter Access Code:

0000

Need contractor code? [Click Here](#) to have it emailed.

[Enter](#)

- Access code will validate, and the window will update to indicate your file has uploaded.



Uploaded Files:

1 file has been uploaded

Files [Choose Files](#) No file chosen

- A Development Coordinator will review your submittal for completeness and will email the primary application contact a list of deficiencies if additional information/documentation is required.
- Once approved to proceed to the next step, a Development Coordinator will issue a Plan Approval Letter along with instructions for scheduling a life safety inspection.

Step 4: Life Safety Inspection Preparation

- While you wait for confirmation that your Floor Plans have been accepted, review the Life Safety Inspection Instructions to prepare your space for the inspection.

Life Safety Inspection Instructions

To expedite the fire inspection process, please verify the following maintenance items have been addressed prior to scheduling your fire inspection. The inspector will verify the following:

- Address/building numbers on the building or suite must be 4" high and plainly visible from the street.
- Exit sign illumination is maintained AC/DC power. Test the back-up battery to ensure it is working.
- Emergency lighting is maintained along exit paths.
- Fire extinguishers installed and maintained by Georgia licensed Fire Extinguisher Company. Size of extinguisher (rating: 2A10BC). Current annual fire extinguisher tag on the equipment.
- Exit doors are readily operable from the egress side without the use of keys or special knowledge or effort; slide bolts not allowed.
- Exits are free and clear of obstructions.
- Floor arrangements and equipment layout within office spaces and warehouse spaces shall meet proper widths, travel distances, and hazard commodity lies for the specific occupancy.
- Fire rated wall penetrations are properly fire stopped.
- Electrical panels clearance of combustibles of 36" in front and 30" on the sides is maintained.
- Breakers in electrical panels are properly labeled.
- No storage in electrical/water-heater room.
- Current annual sprinkler inspection report available for review (if applicable).
- Current 6-month fire hood suppression system inspection tag on system (if applicable).
- Cooking hood and ductwork grease-free (if applicable).