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**Cobb County Fire & Emergency Services**

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## Personal Care Homes Certificate of Occupancy Procedures

1. Call 770-528-8310 for a plan review appointment.
2. Complete the Commercial Permit application form found on the website, [www.cobbfire.org](http://www.cobbfire.org) then send it to the Cobb County Water department for their approval PRIOR to your plan review. You must bring the Commercial Permit Application with the Water Department's approval on it to your plan review.
3. You must also complete the Residential Care Acknowledgement Letter found on the website, [www.cobbfire.org](http://www.cobbfire.org)
4. Bring four (4) sets of plans to the Fire Marshal's Office for review. Plans for Personal Care Homes with **SEVEN (7) or more clients**, must be stamped with the seal and Georgia registration number of the drafting architect or engineer, per O.C.G.A. 25-2-14(a)..
5. Personal Care Home plans may be done on 8 ½ X 11 paper provided there will be **LESS THAN seven (7) clients** and the following items are shown:
  - Dimensions for the overall space and dimensions for each room
  - All doors and windows including dimensions of each
  - Emergency lighting and exit sign locations (4 or more clients only)
  - Fire extinguishers
  - Smoke alarm devices (Hardwired with battery backup and interconnected)

**Fire alarm and/or sprinkler system work will require separate plans to be submitted by a licensed subcontractor once you obtain your building permit.**

### **Additional information required for 4 or more clients:**

- Site plan showing location of fire hydrant with distance from the structure to the hydrant.
  - Water flow test of closest hydrant - minimum flow 1500 gpm @ 20 psi.
  - To schedule a water flow test you can call the following: if your structure is in Cobb County or the city of Kennesaw call the Cobb County Water Department at 770-419-6328, or if you are in the City of Powder Springs call 770-943-8010.
6. Once the Fire Marshal's Office stamps your plans, take the approved plans to the Cobb County Building Department Plan Review Office (770-528-2071), **or** if you are in the Cities of Acworth (770-974-2032), Kennesaw (770-429-4554), or Powder Springs (770-943-1666), you will need to take the approved plans to their Building Department in order to purchase a permit.
  7. Request appropriate field inspections from the Building Department, Cobb County (770-528-2073), Acworth (770-974-2032), Kennesaw (770-429-4554), Powder Springs (770-943-1666), and the Fire Marshal's Office at [www.cobbfire.org](http://www.cobbfire.org).
  8. A Certificate of Occupancy will be issued once **all** Fire Marshal and Building Department inspections have passed. For Cobb County Building Department you may call 770-528-2077, after 8:00 a.m. **the day after all of your inspections have been made** to check on the status of your Certificate of Occupancy. Any inspections within the City limits of Acworth, Kennesaw or Powder Springs, you can contact them directly **the morning after your fire inspection** at the above listed numbers.