



## MEMORANDUM

To: All Architects, Engineers, and Sprinkler Contractors

In an effort to serve you in a more timely fashion and to eliminate long delays in the plan review process, the Safety Fire Division will return any incomplete submittals immediately.

Properly submitted plans should include two a minimum of (2) sets of architectural, mechanical, plumbing, and electrical plans and specifications. All plans must bear the seal of a Georgia Registered Architect or Engineer.

Properly submitted plans should also include a completed copy of the plans transmittal letter and a plan review fee as specified in O.C.G.A Title 25 Chapter 2, Article 25-2-4 for each project which is to be reviewed. Effective May 13, 2010, the plan review fees for construction permits or other plan approvals are as follows:

- Buildings less than or equal to 10,000 sq. ft. gross area = \$150.00
- Buildings more than or equal to 10,000 sq. ft. gross area = \$0.015 per sq. ft. gross
- Fire alarm, sprinkler, smoke control systems, special hazards systems and any other plans reviewed = \$150.00

Effective July 1, 2020:

- A \$5.00 processing fee will be assessed for all checks and money orders.
- Expedited Plan Review (guaranteed 10 business day review period) is available for an additional \$1000.00

In addition to the above fees effective May 13, 2010 date, 80%, 100% and first follow up inspections will be allowed under the construction permit with no additional charge.

- A second follow up inspection will be assessed a fee of \$150.00.
- A third and any subsequent follow up inspection will be assessed a fee of \$220.00 each.

**NOTE:** All projects submitted by a federal, state, county or city or governmental agency for public owned buildings are exempt from any plan review fees.

**\*\*Check or money order shall be made payable to the Safety Fire Division\*\***