



Plan Review & Inspection Procedures

Alphairetta Fire Marshal's Office

PLAN REVIEW, INSPECTIONS, INVESTIGATIONS, EDUCATION

NOTICE

The information within this document is prepared by the City of Alpharetta Fire Marshal's Office. The intent of this document is to reasonably inform our citizens, designers, developers, contractors, and the general public of the codes and laws related to commercial building construction in effect within the city and also to communicate the policies and procedures developed by the city over time to enforce these laws for safe and code compliant commercial construction.

This document is an interpreted "plain language" compilation of various sections of federal, state, county, and city building construction laws and the rules and regulations related to improving commercial property in the City of Alpharetta. The information within is not all-inclusive, nor is it designed to be, but rather presents a general overview of fire and life safety laws, codes, standards, and processes relative to planning, permitting, constructing, inspecting, and completing a commercial construction project in the city.

This document may be updated as codes, laws, rules, regulations, and policies change. This and other construction-related procedures may be accessed and downloaded at:

www.alpharetta.ga.us/FMO

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General

Overview

The Alpharetta Fire Marshal's Office consists of staff members who are technical experts in fire and life safety practices. All members are trained to the highest standards to save lives and protect property in the City of Alpharetta. Everyday emergencies are mitigated by our dedicated staff through prevention practices such as fire and life safety inspections, enforcing superb engineering practices, empowering citizens through education, and investigating the causes of fires and explosions. This commitment ensures that Alpharetta is among the nation's safest cities to live, work, and play.

Before submitting plans for building and fire official code compliance review, property owners, tenants, and their design professionals must exercise "due diligence" to determine the use and construction requirements at any particular site or occupancy.

Title 25, Chapter 2 of the Official Code of Georgia (O.C.G.A.) allows the Safety Fire Commissioner of Georgia to adopt rules and regulations to promote fire safety. These rules and regulations are adopted under Chapter 120-3-3, "Rules and Regulations of the Safety Fire Commissioner," known as "Rules and Regulations for the State Minimum Fire Safety Standards." According to 25-2-4 O.C.G.A., these codes have the "force and effect of law."

Based on Title 25, Chapter 2 of O.C.G.A., the Fire Marshal's Office has three major responsibilities:

1. Conduct fire and life safety inspections of existing buildings and structures.
2. Review plans and specifications for proposed buildings and structures, issue joint building permits with the Building/Community Development Departments, and conduct fire and life safety inspections of such buildings and structures.
3. Issue joint Certificates of Occupancy with the Building Department of Alpharetta or other applicable departments.

The Alpharetta Fire Marshal's Offices utilizes adopted codes and ordinances to ensure:

1. Recognized and potential fire and life safety hazards are identified and mitigated.
2. Reliable egress for occupants from structures.
3. Fire protection and life safety systems are installed and maintained to operate effectively per adopted codes and standards.
4. Buildings are accessible and provide efficient emergency response to assist responders in quickly mitigating fire or life safety emergencies.

Contact

Most answers to questions may be found at www.alpharetta.ga.us/FMO. If you cannot locate the information that you need or have any additional questions or comments, please feel free to contact the Alpharetta Fire Marshal's Office at (678) 297-6272 or by email at AlpharettaFMO@alpharetta.ga.us. To avoid communication delays, please do not contact a staff member directly unless instructed to.

Submitting Plans

To have plans reviewed for fire code compliance, **plans must be submitted through ePlan Solutions (see Page 7)**. The plans will be reviewed and stamped through ePlan. A Georgia designer or licensed professional must seal plans.

To visit ePlan, follow this link: <https://eplansolution.com/alpharetta>

You may also access this link by visiting www.alpharetta.ga.us/FMO.

Scheduling Inspections

All fire inspections must be requested online at www.alpharetta.ga.us/FMO or by scanning the QR Code below.

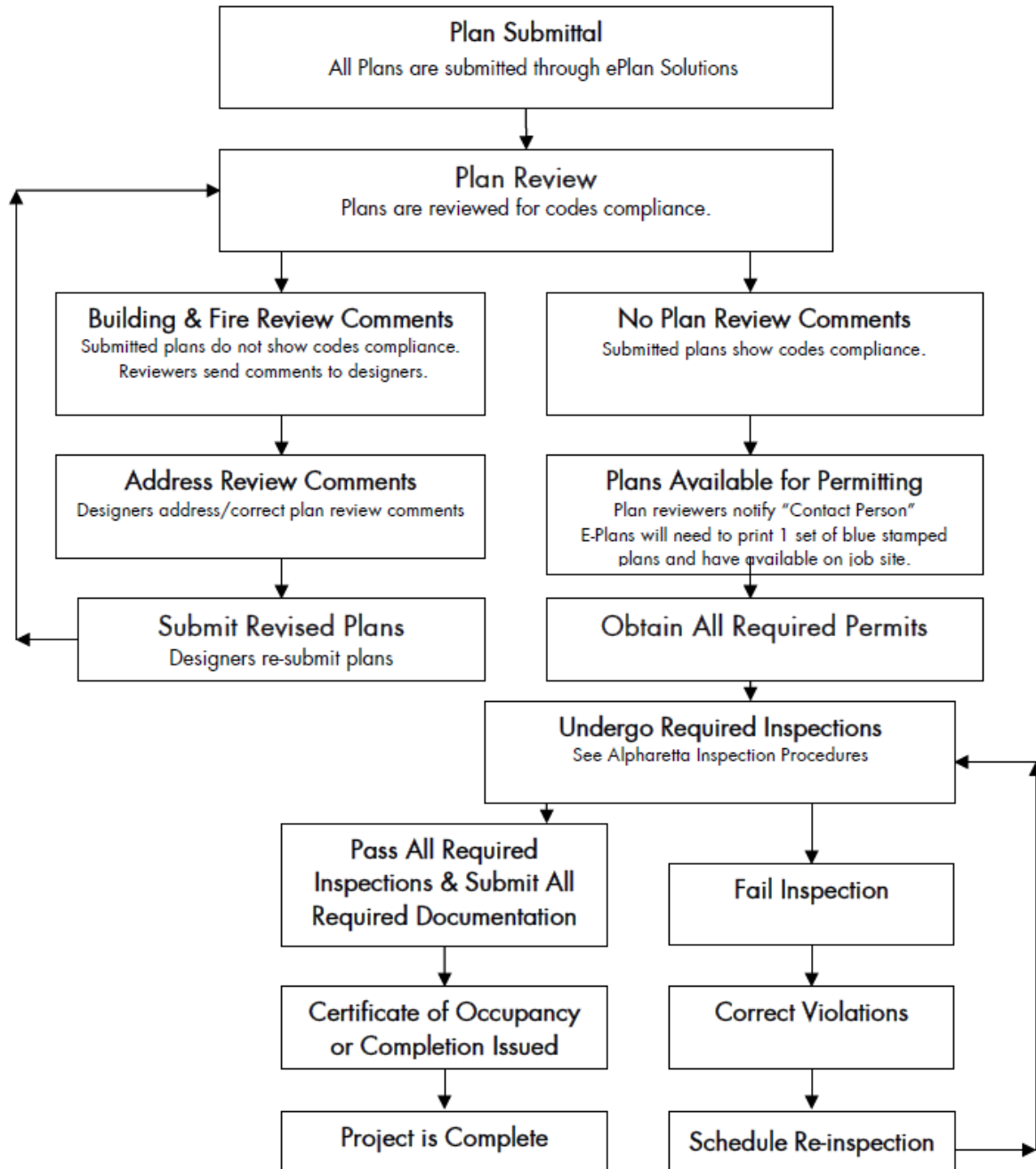


Schedule inspection here!

PERMITTING PROCEDURES

PERMITTING / INSPECTION FLOW CHART

Building Plan Review, Permitting, Construction Inspections, & Certificates of Occupancy



Plans Examination / Fire Permitting

The Alpharetta Fire Marshal's Office reviews engineer, architectural, and site plans before any construction or modifications within the city. This ensures that all buildings in the city are held to the highest and most current adopted fire and life safety codes.

The Fire Marshal's Office reviews site and architectural plans concurrently with the Building and Community Development Department. Plans submitted to the Fire Marshal's Office and Community Development Department are routed internally to the Fire Marshal's Office. Any fire and life safety system-specific plans must be uploaded to ePlan Solutions (www.eplansolution.com) for fire department review.

Plans for fire protection systems are reviewed for all buildings where required in both commercial and multifamily residential applications. Building and site permit reviews are conducted concurrently (no separate submittal is required) with the Building and Community Development Departments. Fire protection systems plans, such as fire alarms and fire sprinklers, are reviewed upon completion of the building plan review, when applicable.

A permit is required whenever a fire and life safety system is being installed or modified.

All fire and life safety systems **must be permitted separately** from the building permit. This is accomplished by submitting plans for the specific fire and life safety systems separately from the building plan, e.g., plans for a fire hood mechanical system are submitted separately from the building plans for a new restaurant. The fire hood mechanical system plans will then be reviewed and permitted separately.

Required Codes

Effective January 1, 2020, Alpharetta has adopted all State of Georgia codes per 120-3-3.

Codes adopted include but are not limited to the following:

- NFPA 101 2018 Life Safety Code Edition with Current Georgia Amendments
- NFPA 13 2019 Edition with Current Georgia Amendments
- NFPA 72 2019 Edition with Current Georgia Amendments
- NFPA 96 2019 Edition with Current Georgia Amendments
- International Building Code, 2018 Edition, with Current Georgia Amendments
- International Fire Code, 2018 Edition, with Current Georgia Amendments
- International Mechanical Code, 2018 Edition, with Current Georgia Amendments
- National Electrical Code, 2020
- All current State Amendments (120-3-3)
- Local Ordinances and Regulations, including City of Alpharetta Sprinkler Ordinance #220 and C.O.A. #783

How to Submit a Permit Application for Review

All permit applications are to be submitted through ePlan Solutions. Any comments or communication from the application reviewer will be left in the Communication tab within the ePlan application. The applicant is responsible for accessing these comments and responding as applicable to avoid any delay in the application process.

Instructions on how to submit electronic applications:

1. Visit <https://eplansolution.com/alpharetta>
2. Register a new account or log in to your existing account
3. Pay the application submittal fee. Please note that this is a different fee from the ePlan service fee; ePlan service fees are not collected by the City of Alpharetta.
4. Once the account is registered and the payment has been made, please upload your documents in the following order. All documents must be uploaded as a PDF file.
 - a. Completed application
 - b. Copy of required licensure
 - c. Copy of Driver's License/Identification
 - d. Copy of Business License (where required)
 - e. Plans and specifications as required per O.C.G.A. 120-3-3 and City of Alpharetta for review.

All relevant documents listed in the ePlans application must be submitted for review. Failure to provide all required documents will lead to a delay in the review.

For any variable permit fees, an overage fee will be applied to the application that must be paid before the permit is released to the applicant. For the fee schedule, please see page 9 of this document.

Need Assistance?

If you need assistance with ePlan Solutions, please call 678-898-0610 or email support@eplansolution.com.

If you have questions about the application process, please email FirePlans@alpharetta.ga.us.

Permit vs. Limited Work Permit, a.k.a. Scope of Work

*****All Limited Work Permits, also known as a Scope of Work, will be required to be submitted to ePlan Solutions to be reviewed and approved by the Alpharetta Fire Marshal's Office starting July 1, 2023.*****

All new designs, modifications, or redesigns of fire and life safety systems require notification and approval from the Fire Marshal's Office before work is completed.

This is achieved by issuance of a permit through a plan review process or a limited work permit/Scope of Work (see requirements below).

Permit vs. Limited Work Permit Criteria

Fire Sprinkler System: A permit is required for fire sprinkler system modifications involving ten (10) or more sprinkler heads being modified. Less than ten (10) sprinkler heads only need a Limited Work Permit

Fire Alarm System: A permit is required for fire alarm systems with five (5) or more devices being modified or added; the fire panel is considered a device when counting. Less than five (5) devices only require a Limited Work Permit.

Scope of Work Letter Instructions

A Scope of Work letter should include the following information:

1. Contact information of person/company submitting.
2. Address, project name, and applicable building permit number for the location of work to be completed.
3. Description (in detail) of all work and the total amount of devices being modified in the system.
4. Citation of any relevant governing code or standard.
5. Name of the license holder and license number of who will certify the design and work completed (i.e., certificate of competency).

A template Scope of Work letter may be accessed in the document library found on the Fire Marshal's Office page on alpharetta.ga.us.

*****All work on fire and life safety systems, whether through a permit or a Scope of Work, requires a Letter of Certification upon completion of the project from a qualified and licensed professional*****

Permits Issued, Review Destination, and Fees:

The following table consists of Permits issued by the Fire Marshal's Office, Destination to send the application, and the fee for the permit issuance.

Permit Type	Application Destination	Fee
Fire Sprinkler Systems	https://eplansolution.com/alpharetta	\$75 minimum, or \$0.50 per head – whichever is greater
Fire Alarm Systems and Area of Refuge Systems	https://eplansolution.com/alpharetta	\$75 minimum, or \$1 per device – whichever is greater
Kitchen Hood Mechanical	https://eplansolution.com/alpharetta	\$50 per hood
Kitchen Hood Suppression	https://eplansolution.com/alpharetta	\$50 per hood
Smoke Evacuation System	https://eplansolution.com/alpharetta	\$50
Clean Agent System (i.e., FM-200)	https://eplansolution.com/alpharetta	\$50
ERRC – IFC 510 System	https://eplansolution.com/alpharetta	\$100 per system
Standpipe System	https://eplansolution.com/alpharetta	\$50
Pre-Action System	https://eplansolution.com/alpharetta	\$50
Temporary Structures/Tents	https://eplansolution.com/alpharetta An application must be filled out and uploaded to ePlans.	1-2 tents, \$100 3-20 tents, \$200 21+ tents, \$300
Blasting	https://eplansolution.com/alpharetta An application must be filled out and uploaded to ePlans.	\$150 per site
Fireworks/Pyrotechnics	https://eplansolution.com/alpharetta An application must be filled out and uploaded to ePlans. Must have approval from Fulton County Probate, when applicable	\$150
Vehicle Display in Structure	https://eplansolution.com/alpharetta	\$100 per vehicle
Hydrant Flow Test	https://eplansolution.com/alpharetta	\$100 per hydrant
Other/Special Permits as needed	https://eplansolution.com/alpharetta	Contact Alpharetta Fire Marshal's Office
Limited Work Permit (After July 1, 2023)	https://eplansolution.com/alpharetta	\$25.00 per System
Permit Renewal	Must submit a letter of intent to FirePlans@alpharetta.ga.us	\$50 per requested extension Not to exceed a total of 12 months total.

PREPARING FOR INSPECTIONS

GENERAL

The Fire Marshal shall inspect, or cause to be inspected, at various intervals of all construction or work for which a permit is required and of all existing construction within the City of Alpharetta. Final inspections of new construction shall be made of every building, structure, and fire protection system upon completion by the permittee and before the recommendation for issuance of a Certificate of Occupancy (CO).

To expedite inspection approvals, the Fire Marshal recommends that permit holders and contractors provide responsible construction representatives at inspection sites during inspections. Representatives should be prepared to answer inspector questions regarding inspecting the work.

Permit holders and contractors should discuss inspection preparedness with inspectors prior to or at the start of work.

POSTING OF BUILDING PERMIT & PLANS

Permits

Work requiring a permit shall not be started until the permit holder posts the city-issued building permit yard card in a conspicuous place at the front of the premises where the permitted work is to be done. ***No Permit Yard Card Posted = No Inspections***

Permit yard cards must be accessible and readable from the public right-of-way and located in such a position as to allow City or other Authorized Fulton County or State of Georgia officials to conveniently view and make any required entries thereon.

Permit yard cards shall be maintained in position until all required final inspections have been approved and signed off on the yard card and the building, structure, or system is ready for occupancy and use.

The permit holder is responsible for maintaining the permit yard card. All damaged, lost, or stolen permit yard cards shall be replaced before further inspections. This may be requested by contacting the Building Department. A \$50.00 administrative fee is charged for all replacement cards.

Plans

Any associated plans with the project shall always be maintained onsite. Plans must be the most current and stamped plans from all relevant City of Alpharetta reviewers.

***No Stamped Plans= No Inspection**

Failure to have a stamped and current set of plans on-site or a valid permit may result in re-inspection fees for the requested re-inspection.

REQUESTING INSPECTIONS

Responsibility

It is the responsibility of the permit holder to prepare the work site for any requested inspections or other site inspections that may occur during the construction process.

The city makes every reasonable effort to provide permit holders with “same day” inspection service. **It should be noted that receiving a same-day inspection is subject to the staffing of the Fire Marshal’s Office.** We make every reasonable effort to serve as many customers as possible every day; however, our inspection service is only as good as your preparation for the inspection. It is best practice to request an inspection at least 24 hours before an inspection. Please see the scheduling process below.

Missed inspections fall under the responsibility of the person “in charge,” normally the site superintendent, to coordinate all building and subcontractor trade work. They are also responsible for ensuring that all required work for a particularly requested inspection is ready to be inspected when the inspector arrives on site. Failure to do so may result in fees for a re-inspection.

Scheduling Process

To ensure you secure an inspection, all fire Inspections must be requested online at www.alpharetta.ga.us/FMO or by scanning the QR Code below. Do not contact an inspector directly to schedule an inspection unless there are specific instructions from the inspector.



Schedule inspection here!

REINSPECTION POLICY & FEES

Policy

The first inspection fee is covered under the original permit fee. For any re-inspection, a fee will be issued to the person responsible. Reinspection fees must be paid prior to the issuance of a certificate of occupancy. Any unpaid fees may be referred to the Alpharetta Municipal Court for collection.

When sites are deemed “Not Ready” for an inspection by the inspector, the inspection is stopped, and the permit holder is issued a Violation Report, normally stating the violations noted thus far during the inspection.

If receiving a Notice of Violation, contact the inspector, as advised in the Requesting Inspections section herein or from the contact information on the Violation Report, and discuss the inspection. Inspectors will advise what to do to prepare for the inspection.

If a scheduled inspection is Failed, permit holders must correct noted violations and recall the inspection when ready, but not before the next workday, unless directed by the inspector.

Warning: Inspectors are not construction “Punch List” preparers. If inspectors deem a permit holder is negligent in preparing for inspections and using inspectors to prepare Punch Lists, inspections will be suspended, the project will be placed in an “Inspections Hold” status, and permit holders are required to schedule a meeting with the Fire Marshal for instructions to resolve inspection issues.

Habitual failure of inspections may result in additional documented education on permit and inspection procedures with the Fire Marshal or their representative.

Please see the fee schedule on the next page for more information.

Inspection Fee Schedule

Fee Type	Fee Amount
New Construction 1st Reinspection	\$75
New Construction 2nd Reinspection	\$100
New Construction 3rd+ Re-Inspection	\$150
Annual Inspection 1st Re-Inspection	\$75
Annual Inspection Subsequent Reinspection	\$100
Violation of City Ordinance	Court Appearance + Maximum of up to \$1,000 fine per violation per cycle
Temporary Certificate of Occupancy (TCO)	\$200 per TCO (if approved by Community Development)
New Business License/Re-Issue of Certificate of Occupancy	\$75.00 per location
Fire Safety Officer	\$55.00 per hour (4-hour minimum)
Inspection Outside of Normal Business Hours	\$75 per hour (\$150 minimum)

MANDATORY NEW CONSTRUCTION INSPECTIONS

GENERAL

The Fire Marshal, upon notification from the permittee or his authorized agent, shall make the following fire & life safety inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit card, or shall notify the permit holder, or his agent, of any violations which must be corrected to comply with the codes, by issuing written "Notice of Violation" to the permittee and noting such on the yard card. Do not cover anything without city inspection and written approval.

Inspection Types

80% Inspection: Rough-in inspection to be completed before wiring or wiring methods are concealed. Overhead inspections are to be completed before installing ceiling tiles or ceiling systems. Firewalls are to be viewed before insulation/cover. All required penetrations will be sealed and sprinkler head placement, spacing, and bracing will be inspected.

Partial 80%: Partial 80% inspections may be considered to accommodate building schedules or at the inspector's discretion. A partial 80% is when specific areas or systems of a building are sectioned off into smaller areas which may be inspected instead of the entirety.

100% or Final Inspection: Verification of device placement, functional tests, and placement of all fire and life safety systems, response time tests, required signage, egress, ADA requirements, and a review of all installation documentation. To receive a 100% Final, all construction must be completed.

Fire Sprinkler Flow/Bucket Tests: A fire sprinkler flow/bucket test is required for residential projects to have an inspector present to witness the test.

Kitchen Hood Inspections: All commercial kitchen hoods are inspected in compliance with NFPA 96 and 17A.

Balloon Test: This verifies that the hood suppression system functions as designed. The inspector will verify the proper activation, notification, and placement of hood suppression components.

Light Test: This is verification that hood exhausts are properly sealed and compliant with the fire code.

Acceptance Testing Inspections: At the request of the builder or the inspector, individual fire and life safety system inspections may be completed separately from the 100% Final inspection. This may include fire alarm tests, emergency lighting, egress, or ADA inspections.

Hydrant Flow Test: Inspectors test the available water flow of a hydrant to ensure that the proper water supply requirements for a building's fire suppression system and for fire suppression activities are met.

Site Inspections: Inspectors verify site access and water access and inspect for any other issues that may hinder the emergency response.

Additional Information on Final Inspections

Final Fire Inspection includes a detailed review and testing of all fire protection systems by fire officials and may be performed before, with, or after the Final building inspection.

Before requesting a building final inspection, a permit holder shall ensure that all required subcontractor permits are in place and that all required inspections and written approvals required before final inspections are signed off on the permit yard card.

All fire protection, egress, access, and other life safety final inspections must be complete and signed off by City fire inspectors on the permit yard card. This may be done before or after the building's Final Inspection.

Additional Information on Final Inspections, continued

All site work, walks, drives, paved areas, striping, accessible routes/signage, landscaping, and other appurtenances or protectants listed on the approved plans for commercial work or as required by City adopted codes or other laws, as applicable, are completed, final inspected and signed off on the permit yard card (left side) by the various Departments or Authorities listed and checked at building permit issue, or as required by all governing authorities. It is the sole responsibility of the permit holder to obtain all agency approvals before requesting any certificates of occupancy or use.

VIOLATIONS & PENALTIES

Violations of building codes, construction regulations, and City laws are misdemeanors, and violators may, in certain cases, be prosecuted to the fullest extent allowed by law.

Most violations occurring during permitted construction are usually processed by City inspectors issuing a builder a simple notice of violation. The builder corrects the noted violations, pays the re-inspection fee, recalls the inspection, the inspection passes, and construction continues without delay.

Some violations related to construction are more serious in nature and can cause expensive repairs, temporary or permanent termination of construction, or severe consequences to a violator's construction rights within the city.

The three most common violations of this more serious nature are:

1. Starting construction without required permits. (Violation SBC §104.1.)
2. Covering work without required inspections. (Violation SBC §105.7.)
3. Not calling and passing Final Inspection and obtaining a Certificate of Occupancy for the work before occupancy or use of the permitted construction. (Violation SBC §106.1)

The City does not process these three violations with a typical violation issued by an inspector but rather processes these violations by issuing Stop Work Orders. (See Stop Work Orders).

Starting Construction Without Permits

1. Construction found being built without first having city permits will be issued Stop Work Orders.
2. Stop Work Orders will be posted on-site and state “Violation SBC §104.1 – Work Without Permit” or “Violation UDC 4.4.5.A – Work Without Permit”, as it is also a violation of the City Unified Development Code (UDC) to start any construction without a city required building permit; and will advise the property owner and contractor to contact the building official.
3. Workers on the violation site will be ordered to stop all work and leave immediately.

If resisting this order, police assistance will be called immediately, and violators may be arrested.

4. Continuing construction on a site posted with a Stop Work Order will result in City officers issuing the contractor and/or the homeowner a “Summons to Appear” before the city Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the Building Official and/or Fire Marshal.

Covering Work Without Required Inspections

1. Sites found covering work without required inspections will be issued Stop Work Orders.
An example of covering work without required inspections is installing drywall without first passing a firewall inspection.
2. All inspections from the FMO and Building Department must be passed prior to covering work.

3. Stop Work Orders will be posted on-site and will state “Violation SBC §105.7 – Work Covered Without Required Inspection” and will advise the property owner and contractor to contact the building official.
4. If workmen are on the violation site, they will be ordered to stop all work and leave immediately.

If resisting this order, police assistance will be called, and violators may be arrested.

5. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the contractor and/or the property owner a “Summons to Appear” before the city Municipal Court to answer violation charges.
6. The Stop Work Order will remain in effect at the violation site until released by the building official.

Failure To Request & Pass Final Inspection or Obtain A Certificate of Occupancy (CO)

1. Building sites found occupied and being used by occupants without having first passed a city Final inspection and being issued a Certificate of Occupancy will be issued Stop Work Orders.

Note: The contractor and the property owner are responsible for ensuring a Final inspection is passed and a Certificate of Occupancy is issued by the City before using any structure.

2. Stop Work Orders will be posted on-site and state “Violation SBC §106.1 - Occupied – No CO Issued” and advise the contractor and property owner to contact the building official.

Note: The building official will order the immediate cessation of use in the interest of life safety until the structure undergoes and passes a Final inspection to codes compliance.

3. Continued use of a structure on a site posted with a Stop Work Order will result in City officers issuing the contractor and the property owner a “Summons to Appear” before the city Municipal Court to answer violation charges.
4. The Stop Work Order will remain in effect at the violation site until released by the building official.

PENALTIES

Because of the life safety and property liability issues presented when structures are built without permits, work covered without inspections, and structures are used without final inspections and certificates of occupancy being issued, which are all building code and city law violations, the City enforces strong penalties to discourage these actions and protect the health and welfare of the public.

For any violation regarding “performing work without first having a permit,” normal permit fees are assessed a 100% penalty fee, in addition to normal permit fees, per SBC §104.1.

In addition, violation sites shall remain in a Stop Work status until released by the Building Official and/or Fire Marshal

First Violation

1. Violation sites shall remain in a Stop Work status until the cited violation is corrected, inspected, and approved by city inspectors.

Exception: Violation trade repairmen and P.E. testing forces may only make required repairs and tests as required and prior approved by the building official.

2. Violators’ permitting rights, which are normally unrestricted, are placed into a city imposed “Permitting Probationary Status” for one year from the date of violation discovery.

If at any time during the probationary period, violators are found violating the same previously cited code section, the violators’ city permitting rights may immediately be revoked for cause by the building official.

The building official will notify violators of the above violation charges and conditions in writing.

Second Violation (Same offense within one-year probationary period.)

1. Violators’ permitting rights may be immediately revoked, effective the date of violation discovery.
2. Violators may be issued a Summons to Appear before the Municipal Court to answer violation charges.
3. The violation site may remain in a Stop Work Order status until the Municipal Court holds a public hearing and renders decisions regarding violation charges.
4. Violators’ permitting rights may not be restored until so ordered by the Building Official.
5. The Stop Work Order shall not be released until so ordered by the building official.

Third Violation (Same offense within one-year probationary period.)

1. Violators' permitting rights may be immediately revoked by the building official for a period of time not less than one year, effective the date of violation discovery.
2. Violators may be issued a Summons to Appear before the Municipal Court to answer violation charges.
3. The violation site may remain in a Stop Work Order status until the Municipal Court holds a public hearing and renders decisions regarding the violation charges.
4. Violators' city permitting rights may not be restored until so ordered by the building official.
5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be punished by fines of up to \$1,000.00 per day or by imprisonment of up to 120 days, or both, or to labor on the streets, sidewalks, squares, or other public works for a period not exceeding 120 days, or by fine, imprisonment, or alternative sentencing as provided by law.

WRITTEN RELEASE

Construction normally proceeds in steps or stages, usually predetermined by the various mandated inspection sections included in this document. Steps may vary depending upon the scope of work to be done and at the discretion of the building official.

The important thing to remember when doing permitted construction in the City is not to cover anything that has not been visually inspected and approved in writing by City inspectors.

If you cover work without written City approval, the City will make you uncover the work for inspection, as determined by the inspector, Building Official, Fire Marshal, or a court of law. No Exceptions.

City inspectors and building officials will not approve any construction steps deemed necessary by the scope of work or the building official without visually inspecting the work for code compliance.

Work shall not be done on any part of a building or structure or any mechanical, electrical, low voltage, plumbing, fuel gas, energy conservation, fire prevention, or other systems beyond the point indicated in each successive inspection step without first obtaining a written release from the building, fire or other officials noted on the permit yard card or approved plans for that inspected work, as applicable.

Such written release shall be entered by inspectors on the permit yard card or approved plans, and release shall be given only after a visual inspection of each successive step in the construction or installation as indicated by each of the foregoing inspections.

If you want to know if you passed an inspection, check your permit yard card for signoffs.

Work proceeding beyond the City written release point, regardless of reason or fault, shall be removed uncovered, or tested to the acceptance of building or fire officials or both.

No further inspections or written releases of construction shall be made, nor shall any Certificate of Occupancy or Certificate of Completion be issued for any construction until the permit holder or property owner demonstrates code compliance to the satisfaction of the building official.

STOP WORK ORDERS

Stop Work Orders are legal notices to immediately cease all ongoing construction work on a property to immediately and safely secure all hazardous perils to life and property on the site and to safely evacuate all workforces in an immediate, orderly fashion.

Stop Work Orders are issued by City officials or other regulatory agencies and respected by all City departments.

Stop Work Orders are legally binding at issue, and contractors and owners failing to immediately comply with a Stop Work Order and conditions stated thereon will be issued a Summons to Appear for a public hearing in front of the City's Code Enforcement Board or Municipal Court to answer violation charges.

Stop Work Orders are the property of the City and shall not be removed from their posted location without written permission from the issuing official, under penalty of law.

The city will prosecute Stop Work Order violators to the fullest extent law allows.

CERTIFICATES OF OCCUPANCY

Certificates of Occupancy, hereinafter referred to as COs, are building/fire code-required official documents issued by the Building Official which are issued to permit holders or property owners at the completion of construction. Please visit the Alpharetta Uniform Development Code for more information on the requirements of CO issuance.

COs officially attest that the permitted construction has undergone all required inspections for compliance with building, fire, technical codes, and other applicable cities, county, or state laws in effect at the time of permit issue and has been released for its intended safe use by the Building Official.

Note: COs are normally required by lending institutions and insurance carriers prior to committing to permanent financing or providing insurance policies for completed construction.

COs are issued for construction intended for human habitation, such as dwelling units or buildings.

COs will not be issued for any construction not permitted through the City's Building Division.

Fire Department officials cannot issue COs for work permitted through the City's Building Division.

There is no additional fee for COs, as fees for these documents were included at the permit issuance.

TEMPORARY CERTIFICATES OF OCCUPANCY AND COMPLETION

The codes recognize that unexpected delays can occur near the end of construction that will affect it to such a degree that it is impossible or impractical to have everything completed on a specific date that the construction has been promised or scheduled for a loan closing or other similar occasion.

When such delays occur, the codes allow the Building Official discretionary authority to issue Temporary Certificates of Occupancy, hereinafter referred to as TCO's, under certain circumstances and agreements and only if the site, building, structure, or area thereof is substantially complete (95%) and reasonably safe for the occupants to use in the opinion of the Building Official.

TCOs, when approved by the Building Official, may be issued for a maximum period of ninety (90) calendar days from the date of issue but no longer than is reasonably necessary.

It shall be the sole responsibility of the permit holder or property owner to complete all unfinished work requests, pass the Final Inspection of all construction, and obtain a CO before the TCO expires. Failure to obtain a CO within the time allowed will result in prosecution by the City.

To obtain a TCO, the permit holder or property owner is required to:

1. Make a written request to the building official for a TCO. If the request is not from the property owner, include the notarized countersignature of the property owner on the request.
2. Identify the construction by permit number and include the site street address, project name, etc.
3. State the time limits requested for the TCO.
4. State the basis on which the TCO or TCC should be issued and identify all uncompleted construction.
5. Identify limits of areas to be used and include a summary of occupant safety measures to be employed.
6. Include a standard fee for each TCO to the appropriate parties.

No TCO will be issued to any site with unresolved life safety or property liability damage issues. Regardless of reasons for requesting TCO's, all permit holders and property owners are advised that the Building Official or Fire Marshal will not consider, nor issue, any TCO to any site, building, structure, construction, or area thereof that is deemed "Unsafe" or that presents any "Life Safety Hazard" to the occupants or users thereof in the opinion of building inspectors or fire inspectors.

The issue of a TCO does not officially end a permitted construction project in the City.

PLAN CHANGES AFTER PERMIT ISSUED:

Often, changes are made to building plans and systems after a permit has been obtained and work has started. If these changes involve code issues, please submit two sets of plans, a Plan Revision Form detailing the revisions, to the Building Division or to Fire Marshal's Office so that the changes may be reviewed for code compliance before the changes are constructed in the field.

After the changes have passed plan review, the city-stamped job site plans must be brought to the office, where a representative of the architect or contractor will insert the stamped, revised sheets into the job site plans.

If an inspector notices that changes have been made to the building and the building does not match the city-stamped job site plan set, the inspection fails and reinspection cannot be made until the correct reviewed, stamped plans are available to the inspector at the job site.

For extremely small or large revisions, the fee may be waived or increased at the discretion of the plan examiner or building official.

Submit all revisions that might have code implications, including, but not limited to, structural, electrical, mechanical, plumbing, fire safety, egress, accessibility, occupancy, etc. Do not submit changes that do not have code implications, such as changes in interior colors, cabinet hardware, etc.

PERMIT TIME LIMITS – EXPIRATION - RENEWALS

Permits shall expire six (6) months from the date of issue if the permit holder fails to request and pass a required first inspection of the permitted work, whether construction has been initiated or not. Permits shall also expire if the permit holder fails to request and pass a required inspection during any six (6) month period after any previously required inspection has been passed.

The fire official is authorized to grant no more than two (2) permit extensions, not to exceed ninety (90) days each, during which time the permit holder shall request and pass a required inspection.

After the extensions authorized expire, the permit becomes null and void, and new permits must be obtained if the planned work is to continue. New permits, fees, plans, and all work must comply with all codes, laws, rules, regulations, and policies in effect at the time of the new permit issue.

Requests for permit extension shall be made to the building official before permitting expiration, must be in writing, and shall show justifiable cause for the extension.

No inspections may be made on any site with an expired permit, nor will any Certificate of Occupancy or Certificate of Completion be issued for an expired permit until the permit is renewed.

Renewal of expired building permits does not automatically renew expired associated subcontractor permits. Subcontractors must renew their expired permits, subject to the general rules for a building permit renewal.

If subcontractors are different from the original permitting subcontractors are to complete the project, new permits must be obtained subject to the general rules stated above for a building permit, except that subcontractor minimum renewal fees shall not be less than \$50.00 per permit.

In addition, the new subcontractor must provide the fire official with a letter stating that the new subcontractor accepts installation responsibility for the entire system installed.

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