



CITY of SMYRNA, GEORGIA

COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR SUBMITTAL

To: City of Smyrna
 Community Development
 3180 Atlanta Road
 Smyrna, GA 30080
 Phone: (678) 631-5387
 Fax: (770) 431-2808

Date: ___/___/___

Project Address: _____

Project Name: _____

For Review By: (check all applicable spaces)

Architectural Fire Sprinkler Fire Alarm Hood/Suppression Final Plat

Square Footage of Building _____ Sprinkler System Type _____ Number or Risers _____

Firm: _____ E-Mail Address: _____

Contact: _____ Phone: (____) _____

Address: _____

****Applicant certifies that plan sets comply with Minimum Requirements for Plan Submittal.****

Signature: _____ Printed Name: _____ Date _____

For Department Use Only:

Plans Distributed: _____

Comments Due: _____

Special Instruction: _____

WE ARE SUBMITTING TO YOU VIA:

Hand delivery Postal delivery

Special delivery

THESE PLANS ARE:

Initial (original) plan sets

Corrected plan sets

Revised (permitted) plans

Review Fees:

Community Development \$ _____

Fire Department \$ _____

Total \$ _____

MINIMUM REQUIREMENTS FOR PLAN SUBMITTAL

- All construction documents submitted to the City of Smyrna must have the **first page “wet sealed” and hand signed(name and date)**, all other pages may use digital stamp and signature, by one of the following that is current and verifiable from the State of Georgia:
 - **Architecture Plans** – GA. Architect or GA. Professional Engineer
 - **Alarm Plans** – GA. Architect or GA. Professional Engineer
 - **Fire Sprinkler Plans** –GA. Fire Protection Engineer or GA. Certificate of Competency Holder
 - **Mechanical (Hood/Suppression System)** - GA. Architect or GA. Professional Engineer
 - **Final Plat** – GA. Registered Land Surveyor

- Minimum size 24” x 36”
- Project street address
- Letter of intent for occupancy usage
- Calculated occupant load
- Travel distance(s) drawn and calculated from the most remote point(s).
- Applicable Year/Code applied to submittal for Building Code and Fire Code. (IRC 2012, GEC 2009)
- Address the current ADA features and detail any required updates
- Life safety page
- Separate Plan Submittal for each system (sprinkler drawings, alarm system drawings, mechanical [hood/suppression] drawings, etc.)

Plan review fees due upon submittal:

Architecture Plans (3 Sets):

Building Department -\$350

Fire Department - \$200 (or \$0.015 per square foot if > 10,000 square feet)

Fire Sprinkler Plans (3 Sets):

NFPA 13 - \$100 per Riser

NFPA 13R - \$100 per Riser

NFPA 13D - \$50 per Riser

Alarm Plans (3 Sets):

\$200

Mechanical (Hood & Suppression System) (3 Sets):

\$200

Final Plat (2 Sets)

Planning Department: \$50 plus \$2 per additional lot.

See Final Plat Checklist – [Final Plat Checklist](#)

All fees are payable to City of Smyrna via check, credit card (Visa, MC, Discover), or cash.

Fees are applicable for Fiscal Year 2016, and are subject to change in July for Fiscal Year 2017.

****SUBMITTING PLANS WITHOUT FULL COMPLIANCE TO MINIMUM REQUIREMENTS FOR PLAN SUBMITTAL WILL REQUIRE A NEW SUBMITTAL AND ARE SUBJECT TO ORIGINAL PLAN SUBMITTAL FEES.****