



## MACON-BIBB COUNTY BUSINESS DEVELOPMENT SERVICES

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# FIRE ALARM SYSTEMS SUBMITTAL REQUIREMENTS

Plans and supporting project documents, when accepted and approved by Macon-Bibb County become a legal document that is used during construction and then archived under state law. Submittals must accurately and clearly convey what is being constructed and demonstrate compliance with those codes and standards adopted at time of approval.

The following requirements apply to all new commercial buildings, structures, or additions. In addition to these requirements, please review the Macon-Bibb County Handout titled *Electronic Document Submittal Requirements* for all plans submitted online through Community Connect for review and permitting.

Community Connect is the portal used by Macon-Bibb County to submit and permit projects online. To create an account, please contact the Permitting Section at [buildingpermits@maconbibb.us](mailto:buildingpermits@maconbibb.us).

### GENERAL PLAN REQUIREMENTS:

- ✓ All documents, when composed of multiple sheets must be bounded or stapled at time of submittal. Staff cannot accept loose plan sheets or documents.
- ✓ Minimum Drawing Size Requirements shall be:
  - 11" x 17" for minor commercial permits
  - 22"x 34" for commercial permits
  - Smaller sheet sizes for minor permit applications may be acceptable but first must be approved by the Macon-Bibb County Chief Building Official or the Fire Plans Examiner prior to submittal.
- ✓ Plans shall be prepared using a design or drafting software. Hand drawn plans may be accepted when legible using blue or black ink drawings or submitted as a photocopy.
- ✓ Plans shall be fully dimensioned and drawn to a minimum 1/4"-1'-0" scale or greater. Other architectural scales may be acceptable but first must be approved by the Macon-Bibb County Chief Building Official or Plans Examiner prior to submittal.
- ✓ The scale shall be indicated on each page and on each separate portion of the design
- ✓ Drawings are to include a Symbol Legend, with the symbols in compliance with NFPA 170. Other symbols may be used when approved by the Fire Plans Examiner. (NFPA 72-2019 Section 7.2.3)

- ✓ Drawings are to be fully dimensioned
- ✓ The plan sheets must include a Title Block, with the following minimum information:
  - Project address
  - Seal from the registered design professional
  - Sheet name
  - Sheet number
- ✓ The submittal must include a separate submittal of all supporting documents, based on the project scope. This may be composed of but not limited to the following:
  - Data sheets / material sheets for the system components (NFPA 72-2019 Section 7.2.1(5))
  - Manufacturer's published instruction, including operation and maintenance instructions (NFPA 72-2019 Section 7.2.1(6))
  - Battery capacity and safety margin calculations, when required for systems using batteries. (NFPA 72-2019 Section 7.2.1(7))
  - Voltage drop calculations for notification appliance circuits. (NFPA 72-2019 Section 7.2.1(8))

**MINIMUM PLAN SUBMITTAL REQUIREMENTS: (Based on the project scope)**

- ✓ Provide a **COVER SHEET**, with the following:
  - Identify the project name and address
  - Provide a vicinity map
  - Provide brief scope of work narrative
  - Sheet or drawing index
  - Indicate the name of the contractor installing the system. This must include the name of the firm, address, phone number, name of the point of contact and email address
  - Indicate the name of the system designer, with contact information that includes an email address. (NFPA 72-2019 Section 7.2.2)

NOTE: Plans shall be drawn by a qualified system designer. The fire alarm system design must be prepared by either a Professional Engineer or a Low Voltage Contractor licensed to practice within the State of Georgia. Plans prepared by a Professional Engineer must be sealed in compliance with O.C.G.A. 43-15-22(b).

Plans prepared by a Low-Voltage Contractor must be signed by the licensee, with license number and date of license expiration.

- List all adopted Codes and Standards applicable to the scope of work. List only the applicable adopted codes applicable to the project scope. For example: 2018 Life Safety Code, 2018 International Fire Code, 2017 National Electrical Code, NFPA 72-2019, etc.
- ✓ **FIRE ALARM SHOP DRAWINGS (Installation Documentation)** must show compliance with NFPA 72-2019 and the 2017 National Electrical Code as applicable. At a minimum, please provide the following as it relates to your design:
  - Written narrative providing intent and system description
  - Riser diagram
  - Floor plan layout showing location of all devices, control equipment, and supervising station and shared communication equipment with each sheet showing the following:
    - Point of compass (north arrow)
    - A graphic representation of the scale used
    - Room use identification (Office #3, Restroom #1, etc.)
    - Building features that will affect the placement of notification devices and notification appliances
  - Sequence of operation in either an input/output matrix or narrative form. HOWEVER, the sequence of operation must be clearly conveyed to the Fire Plans Reviewer and Fire Inspector
  - Mounting height elevation for all wall-mounted devices and appliances
  - Where occupant notification is required, minimum sound pressure levels must be produced by the audible notification appliances in applicable areas. Indicate the decibel level of the appliances.
  - Locations of alarm notification appliance, including candela ratings for the visual alarm notification appliances must be noted on the plans
  - Pathway diagram between the control unit and shared communications equipment within the protected premises

**PLAN REVIEW TIMEFRAMES:**

Once the project has been accepted for review, the plan review timeframes are as follows:

<b>Submittal Type</b>	<b>Approval / Initial Revision Comments*</b>	<b>Subsequent Review</b>
<b>Residential</b>	5-business days	5-business days
<b>Multi-Family</b>	10-business days	5-business days
<b>Minor Commercial**</b>	10-business days	5-business days
<b>Commercial</b>	20-business days	10-business days

\*- The first day starts after the date of acceptance, which allows for internal routing

\*\* - Minor Commercial is classified as being under \$2 million in overall construction valuation

**PRE-SUBMITTAL MEETINGS:**

Macon-Bibb County offers Pre-Submittal Meetings by appointment only on Tuesdays and Thursdays at no charge to the applicant. Please contact [buildingpermits@maconbibb.us](mailto:buildingpermits@maconbibb.us) to schedule this meeting. Unfortunately, we do not accept walk-in appointments.

These meetings are voluntary to identify all major issues prior to plan submittal and are not meant to serve as a plan review. We encourage designers to schedule these appointments early in the design process, with no limit on the number of meetings provided to an applicant for a project.