



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
- Mechanical, Electrical, and Plumbing Plans
- 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 \$0.020 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 subject to change, based on the current fiscal year fee schedule.

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