



MARIETTA FIRE DEPARTMENT

112 Haynes Street
Marietta, Georgia 30060-1973

Main – (770) 794-5450

Fax – (770) 794-5465

www.MariettaFire.com

Personal Care Homes **Certificate of Occupancy Procedures**

Definition: A facility licensed by the Georgia Department of Community Health as a personal care home. A personal care home is further defined as any dwelling, whether operated for profit or not, which undertakes through its ownership or management to provide or arrange for the provision of housing, food service, and one or more personal services for two or more adults who are not related to the owner or administrator by blood or marriage. (Personal Care Homes not designated as an “Assisted Living Community” or a “Memory Care Unit” shall meet the provisions of Chapter 32 or 33, as applicable for Residential Board and Care Occupancies of NFPA 101, *Life Safety Code*, as adopted by this Chapter 120-3-3. See the definition for “Residential Board and Care Occupancies” in 120-3-3-.03)

1. Visit www.mariettafire.com and click on the plan review section. Click the link to SagesGov.
2. If no construction work is required, click on the **Tenant Move-in Permit Application** ‘tile’ to begin the application. If construction is necessary for the building or life safety systems, click on **Building Permit Application**.
3. Complete and upload the [Residential Care Acknowledgement Letter](#) found on the website.
4. Upload a set of plans to the Fire Marshal’s Office for review.
5. The plan is a layout of the floorplan with each room labeled according to the intended use. Either provide dimensions of each room or the plan must be drawn to a common scale (i.e. 1/8”=1’-0”).
6. Plans shall bear the stamp of a Georgia Registered Architect, OCGA § 43-4-14.
7. An automatic fire protection sprinkler system may be required, Marietta Code 2-6-140.

Three or fewer clients:

8. Evacuation plan posted.
9. Fire extinguisher location (Minimum 2A10BC) tagged by a licensed extinguisher company.
10. Hardwired smoke alarms and carbon monoxide detectors with battery back-up
11. Operable window in all sleeping rooms

Four to six clients:

12. Applicable Codes and Standards: Ch-32 (B&C Small Facility) LSC & 120-3-3 Rules & Regulations Items 1 through 11 above and the following:
13. Site plan approval is required to include an assessment of the hydrant coverage, fire flow test, and fire department access.
14. Provide a fire flow test utilizing the closest/serving fire hydrant presented in AWWA (American Water-Works Association) format. One means to obtain the flow test is to contact the serving water system (Marietta Water at 770-794-5724)
15. Layout compliant with the Life Safety Code –NFPA 101 and all applicable modifications including:
 - a. NFPA 13R Fire Sprinkler System (plans must state a sprinkler system will be incorporated)
 - b. Fire Alarm System in accordance with NFPA 72 (plans must state a fire alarm system will be incorporated)
 - c. Stove venting directly to the exterior
 - d. Corridor and stair construction

Seven or more clients:

- Applicable Codes and Standards: Ch-32 (B&C Large Facility) LSC & 120-3-3 Rules & Regulations Items 1 through 11 above and the following:
16. An approved Automatic Fire Sprinkler System shall be provided.
 17. NFPA 72 Fire Alarm System, monitored by a UL central station, shall be provided.
 18. Emergency lighting shall be provided in all areas unless each resident room exits directly outside.
 19. Residential cooking appliances protected by a listed self-contained residential fire suppression system located in a residential hood over each cooking surface, with the exhaust hood vented directly to the outside, and automatic disconnects of the fuel source or power source.

When ready, request appropriate field inspections from the Building Department and the Fire Marshal’s Office. A Certificate of Occupancy (CO) will be issued once all Fire Marshal and Building Department inspections have passed. Contact the Building Department to obtain the CO.