



**GWINNETT COUNTY DEPARTMENT OF FIRE AND
EMERGENCY SERVICES**

**Office of the Fire Marshal
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**Gwinnett County Fire Marshal's Office Automatic Fire
Sprinkler Systems Plan submission and review requirements**

In order to provide the earliest possible turnaround time on automatic fire sprinkler system review and approval, the following objectives should be met. Disregard for these objectives may cause unnecessary delay in the approval of fire sprinkler plans.

- Due to the large volume of plan submittals and the limited amount of space available for storage and archiving documents, the Gwinnett County Fire Marshal's Office requires that a CD be provided to our office at final plan approval. Along with the CD, two sets of complete sprinkler plans shall be submitted, one for the job-site and one for your records. The CD should be a viewable PDF or TIF format in a jewel case. Small plans (1-4 pages) and documents may be submitted without a CD if they can be inserted into the file folder. The CD should include site plan, all pages of the sprinkler drawings, hydraulic calculations, and 24-hour water study. Any revisions to the approved plans will require a revised CD for our records. CD shall include Certificate of Competency holder's signature on CD or a statement "the CD for the project is fully representative of the jobsite copy". Note: All files on the CD must be clearly identified, to correspond with plan pages and all supporting data.
- Submission by the designer of the fire sprinkler system, of a fully completed Gwinnett County Office of the Fire Marshal Plan Review Worksheet. The date, Reviewer and file # fields may be left blank, to be completed by the Plan

Reviewer, however, all other fields must be completed including check-marking all boxes on the form, and noting components that may be existing.

- Submission of a Gwinnett County Department of Public Utilities certified flow test. You can request these from GCDPU John Archer at 678-376-6906 or 678-376-7139.
- Submission of a 24-hr. Water Pressure Study on new systems. The 24-hr. Water Pressure Study must be made not more than six (6) months prior to plan submittal, dated, the State of Georgia Competency Certificate holder's name or designer's name printed on the study and the signature of the State of Georgia Competency Certificate holder's name or designer of the system, along with the location of the 24-hour water study on the front of the study. You must request permission from GCDPU for the placement of the device on the fire hydrant. In addition, the project name and complete address should appear on the 24-hr. Water Pressure Study.
- Hydraulic calculations must be submitted on all new systems, unless the pipe scheduling method is used. Add & relocations of existing projects may also require hydraulic calculations.
- Hydraulic calculations should reflect the required and available pressures on the system, all applicable remote areas, as well as indicating the safety factor.
- Component cut-sheets to include, but not limited to sprinkler heads (with current SIN#), valves, piping, hose connections, check valves, pressure reducers, compressors, etc. must be provided in the package of plans, hydraulic calculations, and the worksheet. The plans must include the current SIN# printed on the plans in the sprinkler legend. The complete sprinkler cut sheet shall be provided with the SIN#. **We will not accept drawings without current SIN# on them.**
- Sprinkler plans not bearing a Georgia Certificate Of Competency Seal with the signature of the certificate holder will not be reviewed.
- Plans for the addition of seven (7) sprinkler heads or more, or the relocation of (21) sprinkler heads or more should show piping and all existing sprinkler head locations.
- Sprinkler plans shall be submitted for all new or renovated sprinkler systems with the following exceptions:
 - (1) All renovated systems relocating twenty (20) sprinkler heads or less.

(2) All renovated systems adding six (6) sprinkler heads or less.

- Sprinkler plans for new projects, must include, but not limited to details of fire hydrant locations, vaults, pits, DDC valves, underground mains, point of connection to municipal mains, FDC's, risers, hangers, sprinkler descriptions, dimensions of the building, including the square footage, the correct address including building numbers and suite numbers, and scale of the Drawing. Inclusion of details of the project correctly and concisely will expedite the review process.
- All applicable Federal, State, and Gwinnett County code editions being used, should appear on the plans.
- Provide an Owner's Certificate in accordance with section 4.3, NFPA 13, 2002 Edition.

The goal of the Gwinnett County Fire Marshal's Office is to provide quality plan review and approval of all fire sprinkler plans. Following the above requirements for submission of plans will expedite this process.

Fire Sprinkler Plan submittals that do not meet the above requirements may be disapproved and a complete re-submittal may be required.