



# Athens-Clarke County Fire & Emergency Services



## 2.1 Summary of Step 2: Plans Review

As we progress further into your project with the Athens-Clarke County Fire Marshal's Office, Step 2 brings us to the critical phase of plan review.

Once your plans have been successfully submitted through our online portal, our dedicated Fire Marshal will meticulously review them. This review focuses on ensuring comprehensive compliance with life safety standards and facilitating proper fire department access.

For a smooth review process, it's imperative that your plans are complete, encompassing all essential information outlined in the building plan review checklist. Incomplete submissions will necessitate a resubmittal to ensure accuracy and adherence to required standards.

Upon meticulous scrutiny, if no discrepancies are found, you will promptly receive approval from the Fire Marshal, enabling you to proceed with obtaining your building permit.

To facilitate this process effectively, we have compiled a list of checklists crucial for Step 2 completion:

1. IFC Appendix D Form - Signed
2. IFC 510 Compliance Form - Signed
3. Plan Development and Site Plan Checklist
4. Building Plan Review Checklist

Ensuring these checklists are diligently completed and included with your plans submission will expedite the review process and move your project along.

Should you have any queries or require further guidance regarding the completion of these checklists or the plans submission process, please don't hesitate to reach out to our office. We are here to assist you in navigating this phase successfully.

Thank you for your cooperation and commitment to adhering to the necessary standards for the safety and success of your project.

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**Honesty**

**Dependability**

**Teamwork**

**Professionalism**

**Camaraderie**