



Loganville Fire Department

4303 Lawrenceville Road
Loganville, Georgia 30052
770-554-9693

Personal Care Homes Certificate of Occupancy Procedures

Definition: A facility license 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. Email a set of plans to the Planning & Development department via our website www.loganville-ga.gov
2. 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").
3. Plans shall bear the stamp of a Georgia Registered Architect, OCGA § 43-4-14.
4. An automatic fire protection sprinkler system may be required.

Three or Fewer Clients:

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

Four to Six Clients:

9. Applicable Codes and Standards: Ch-32 (B&C Small Facility) LSC & 120-3-3 Rules & Regulations Items 1 through 11 above and the following:
10. Site plan approval is required to include an assessment of the hydrant coverage, fire flow test, and fire department access.
11. Provide a fire flow test utilizing the closest/serving fire hydrant. One means to obtain the flow test is to contact the serving water system.
12. 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 C-32 (B&C Large Facility) LSC & 120-3-3 Rules & Regulations Items 1 through 11 above and the following:

13. An approved Automatic Fire Sprinkler System shall be provided
14. NFPA 72 Fire Alarm System, monitored by a UL central station, shall be provided
15. Emergency lighting shall be provided in all areas unless each resident room exits directly outside.

16. 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 directed to the outside and automatic disconnects of the fuel source or power source.

When ready, request appropriate field inspections from the Planning & Development department and the Fire Marshal's Office. A Certificate of Occupancy (CO) will be issued once all Fire Marshal and Planning inspections have been passed. Contact the Planning & Development department to obtain the CO.