



Henry County Building Department

140 Henry Parkway
McDonough, Georgia 30253
770) 288-6051 Fax 770) 288-6188

To Whom It May Concern:

Attached are the forms you will need at the time any Sprinkler plans are submitted to Henry County Building Department for Plan Review. We are here to serve you! Therefore, please contact this department should you have any questions or concerns.

When requesting a Fire Sprinkler Permit in Henry County you must submit the following information:

- **Four sets of sprinkler drawings, sealed and signed by an Engineer.**
These plans should include a copy of the approved site plan (if complete structure), cut sheets, and calculations if applicable.
- **Proper paperwork** (Commercial Building Application; Commercial Routing Sheet)
- **Current Business License, CC (Certificate of Competency) and CL (State Contractor License)**
- **There is also a Plan Review Fee due at the time you submit. (This is based on the estimated cost x .0037, x 25%. Our minimum fee is \$50.00.)**

Always ask a Representative in our department when in question.

We will not be able to accept plans for review until such information is provided. Once all of the proper paperwork has been submitted, we will be able to "start" the process of Plan Review. The plans are distributed to the Henry County Fire Department. Please allow 8-10 working days once the plans have been properly submitted.

Again this is only to start the process of the review. Should you have any questions, do not hesitate to contact the Fire Department at 770-288-6631.

Thank You.

REV 9/5/14