

PLANS TRANSMITTAL LETTER

Building Department

184 Tiger Trail
Ringgold, GA 30736
Director, Clint Underwood
Phone: 706.695.4226
Email: clint.underwood@catoosa.com

Catoosa County Fire Department

201 Forrest Road
Fort Oglethorpe, GA 30742
Fire Marshal, Scott McDaniel
Phone: 706.861.4194
Email: scott.mcdaniel@catoosa.com

Please fill out the following **COMPLETELY**

TYPE OF PLANS: ☐ FULL ☐ ADDENDUM NO. ☐
☐ PLUMBING ☐ ELECTRICAL

DATE: _____
☐ ARCHITECTURAL ☐ HVAC
☐ FIRE PROTECTION ☐ CIVIL

FACILITY NAME: _____

BUSINESS NAME: _____

STREET ADDRESS (PHYSICAL LOCATION): _____

CITY: _____ **ZIP:** _____ **COUNTY:** _____

TYPE OF OCCUPANCY (LSC):
☐ DAY CARE ☐ EDUCATION ☐ AMBULATORY HEALTH ☐ COLLEGE
☐ INSTITUTION ☐ MERCANTILE ☐ HOSPITAL ☐ INDUSTRIAL
☐ PERSONAL CARE ☐ BUSINESS ☐ NURSING HOME ☐ OFFICE
☐ RESIDENTIAL ☐ STORAGE

OWNER: _____ **PHONE:** _____
ADDRESS: _____ **CITY:** _____
STATE: _____ **ZIP:** _____ **EMAIL:** _____

ARCHITECT/ENGINEER: _____ **PHONE:** _____
GEORGIA REGISTRATION NUMBER: _____
ADDRESS: _____ **EMAIL:** _____
CITY: _____ **STATE:** _____ **ZIP:** _____
CONTACT PERSON: _____ **PHONE:** _____

TYPE OF SUBMISSION (MINIMUM THREE (3) SET OF PRINTS AND ONE (1) DIGITAL REQUIRED):

☐ BLUEPRINTS ☐ SPECIFICATIONS

PURPOSE OF SUBMISSION: ☐ PERMIT ☐ PRELIMINARY ☐ RESUBMISSION
☐ REVIEW/APPROVAL ☐ INFORMATION ONLY ☐ OTHER

SQ. FEET: _____ **HOURS OPEN:** _____ **TO** _____ **TOTAL STORIES OF BUILDING:** _____
OCCUPANT LOAD (NFPA 101): _____ **BASEMENT:** YES ☐ NO ☐ **PRINKLERS:** YES ☐ NO ☐

CONSTRUCTION TYPE: PLEASE CIRCLE ONE:

NFPA 220 I(4,4,3) I(2,2,2) II(2,2,2) II(1,1,1) II(0,0,0) III(2,0,0) IV(2,H,H) V(1,1,1) V(0,0,0)
IBC IA IB IIA IIB IIIA IIIB IV VA VB

RETURN PLANS TO:

NAME: _____ **PHONE:** _____
ADDRESS: _____ **CITY:** _____
STATE: _____ **ZIP:** _____ **EMAIL:** _____

Note: **ANY** submittal **RECEIVED** without a **COMPLETET TRANSMITTAL LETTER** will be **RETURNED**.