City of Dunwoody Georgia

4800 Ashford Dunwoody Road
Dunwoody, Georgia 30338
dunwoodyga.gov | 678.382.6700

To: **Mayor and City Council**

From: **Richard McLeod, Director of Community Development**

Date: **November 16, 2026**

Subject: **Intergovernmental Agreement Modification Moving Fire Marshal Services from DeKalb County to the City of Dunwoody.**

ITEM DESCRIPTION

To approve the draft intergovernmental agreement with DeKalb County concerning provision of Fire Marshall services and to authorize the Mayor, City Manager, and/or City Attorney to work with appropriate county staff on finalizing the agreement which will then be brough back to mayor and City Council for final approval.

BACKGROUND

The City of Dunwoody has relied on the fire service of DeKalb County since we first became a city. The city took over the review of building plans when we incorporated. Part of the fire service is relying on the fire marshal. A fire marshal is a public safety official who enforces fire codes, investigates the origin and cause of fires, and conducts life-safety inspections for buildings and construction projects among their many tasks. The city has no interest in acquiring the investigative or cause aspects of fires but we do have an interest in acquiring the enforcement of the fire codes and compliance of like-safety inspections for buildings and construction sites.

The community development department has run into several issues with the fire marshal's office. One is the time that it takes for the fire marshal to review the land disturbance. We have a strict timeline for all of the city's reviewers to do their reviews. It takes up to 10 days for the first review, 7 days for the second review and 5 days for the third review. Second, the county fire marshal has a separate application to turn the plans in, and it forces people who need the fire marshal to review the plans to apply separately and tough the DeKalb County website of Planning and Sustainability office.

The interpretation of the International Fire Code is another example of where the department disagrees with the DeKalb fire marshal. One instance is the width of the new roads. The fire department adopted a special provision from the state which allow the roads to be wider than what the International Fire Code typically requires, which is 20 feet from curb face to curb face. Dekalb County has adopted a standard of 26 feet as a minimum. Recently the DeKalb County Fire Marshal has said that he wanted the minimum width of streets to be 29 feet.

Another point of concern is the lack of finding on fires that happen in the city. We had a fire last January in Dunwoody Village apartments. We have yest to hear of a cause for the fire or about the possible lack

Lynn Deutsch Mayor
Eric Linton ICMA-CM City Manager
Sharon Lowery CMC City Clerk
Catherine Lautenbacher City Council Post 1
Rob Price City Council Post 2
Tom Lambert City Council Post 3
Stacey Harris City Council Post 4
Joe Seconder City Council Post 5
John Heneghan City Council Post 6

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of water system from the apartments private fire hydrants. This delay does not allow us to address the situation with the owner to get them fixed before possibly another fire happens.

The fire marshal position would also allow us to go to all business in the city to do inspections yearly for fire safety and compliance with the business licenses. Also, special events like tents and other items could be approved much faster with the city of Dunwoody had its own fire marshal.

The currently proposed FY2027 budget does not include revenue from the fees that will be collected by the City, nor does it include the expenses associated with providing these services.

A current request for proposal is on the street which ask for estimated costs for those services. Until a final IGA is authorized by both parties, the City cannot provide theses services. Staff will bring the final proposal back to the Mayor and Council for final approval along with a budget adjustment for revenue and expenditures.

ATTACHMENTS

Draft of amendment with DeKalb County to modify the agreement between the City of Dunwoody and DeKalb County for Fire Services.

Draft Fee schedule

Lynn Deutsch Mayor
Eric Linton ICMA-CM City Manager
Sharon Lowery CMC City Clerk

Catherine Lautenbacher City Council Post 1
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Tom Lambert City Council Post 3

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FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF FIRE RESCUE SERVICES BETWEEN DEKALB COUNTY, GEORGIA and THE CITY OF DUNWOODY, GEORGIA

THIS FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT (this "First Amendment") is entered into by and between DeKalb County, Georgia ("County") and the City of Dunwoody, Georgia ("City"). All capitalized terms used in this First Amendment and not otherwise defined herein shall have the respective meanings given to such terms in the 2016 Fire IGA (as hereinafter defined).

WHEREAS, the County currently provides fire inspection and prevention services within the boundaries of Dunwoody pursuant to that certain Intergovernmental Agreement dated August 22, 2016 entered into by the parties (“2016 Fire IGA”), the current in effect Service Delivery Strategy (“SDS”), including mutually executed Amendments to either if any; (and

WHEREAS, the City desires to change only the fire inspection and prevention services it receives from the County.

NOW, THEREFORE, in consideration of the following mutual obligations, the County and the City agree to the following changes to the 2016 Fire IGA as follows:

Article 10 of the 2016 Fire IGA is deleted in its entirety, and a new Article 10 is inserted in lieu thereof as follows:

Article 10
Fire Inspection and Prevention

10.1 The County shall provide "fire inspection and prevention services" which include, but are not limited to, the following:

a. Plan review and final inspections for permit applications for new and existing structures for all high-hazard, and, if requested by the Dunwoody City Manager, other structures with unusual circumstances;
b. Enforcement of overcrowding complaints, blocked exit complaints and other fire related violations brought to the attention of County personnel;
c. Repetitive fire alarm issues, private hydrant issues, gate access issues and stand pipe and FDC connection issues; and
d. Enforcement of the fire code, except enforcement of violations arising from fire marshal services.

e. Public education parts

- Kindergarten and 5th Grade
- XPLOR Labs
- SafeKids
- Save our Seniors
- Juvenile Fire Setter Program
- Smoke Alarm Installation and Safety Survey
- Evacuation Training and Drills
- Fire Safety Festival
- Safe Kids Day

f. Fire Investigation Unit

- Origin and Cause Investigations
- Arson Detectives
- Arson K-9

g. Inspections Unit

- Late Night Establishment Taskforce
- Commercial Blasting
- Pyrotechnics
- Commercial Burning

h. Plan Review Unit

- Reviewing ERRCS plans

10.2 The City shall provide "fire marshal services" which shall include, but are not limited to:

a. Issuing permits for events where combustible materials will be used and providing notice and copies of all fire-related special permits issued by the City to the County fire chief at least one (1) business day prior to the event;
b. Reviewing and approving plans for both new construction and renovations of existing structures;
c. Final inspections for life safety for all commercial and multi-family buildings;
d. Inspections for new business licenses or change of occupancy, in conjunction with the building official; and
e. Inspections required for setting occupancy load, in conjunction with the building official.

f. The City will also assume the below listed functions as well.

- Administrative Support and Oversight
- Code Interpretation
- Capital Project Collaboration
- Enforcement Management (Taskforce and Daily Services)
- Permit Technical Support

g. Inspections Unit

- Comprehensive Fire Inspection Program (Written Plan-NFPA 1730)
- Build Hazard Based Inspection Plan (Annuals)
- Construction Inspections

  Progressive 50%, 80%, 100%

  LDP / Final Plat

  Underground Fire Main

  Above Ground Fire Suppression

- Hotel/Motel Taskforce
- Mult-Family Taskforce
- Post Fire Inspection Program (demo or rebuild)
- Special Event
- Movie and Film
- Fire Works Sales and Fire Work Shows

h. Plan Review Unit

- Sketch Plat
- Land Disturbance Permit
- New Construction Commercial Site
- New Construction Building
- Repairs, Renovations, Modifications, Reconstruction
- Change of Use or Classification
- Move-in-as-is
- Fire Suppression Systems
- Fixed Fire Suppression Systems
- Fire Alarm
- Film Permit and Event Permit

10.3 The City shall be entitled to collect the plan review, permit and inspection fees in connection with commercial and multi-family buildings constructed or renovated in the City

when such structures or plans are reviewed or inspected by the City and for the other services it provides pursuant to this Article. The County shall be entitled to collect fees for plan review, permitting and inspection if structures or plans in the City are reviewed or inspected by the County and for other services it provides pursuant to this Article, if such fees are charged to residents of the unincorporated area of the County and in an amount equal to those imposed upon residents of the unincorporated area of the County.

10.3.1 City's fire marshal will make construction plans and accompanying documents for all buildings subject to the provisions of this Agreement available for inspection to the Fire Chief. Interior finish work and minor building additions may make use of the Fire and Rescue department "walk through" process.

10.4 Following completion of final inspection of the work performed on new or renovated commercial and multi-family buildings by the City's fire marshal:

a. The City shall issue a Certificate of Occupancy when the City is satisfied that the project has complied with all City requirements and upon written permission of the City's fire marshal;
b. The City shall be responsible for notifying utility companies in connection with the issuance of Certificates of Occupancy;
c. The issuance of the Certificate of Occupancy obligates the City to conduct plan review and/or inspections of the building; and

d. The City shall provide copies of all approved plans to the County's Fire Chief, and it is specifically agreed that the County shall have the right to rely upon the plan review and LDP inspections performed by the City.

10.5 The City shall ensure that its fire marshal is fully licensed, deputized and authorized to act as a fire marshal for the entire term of this Agreement.

10.6 Retaining walls, tents, signs, greenhouses, satellite dishes, Christmas tree lots, emission inspections stations, and similar projects or structures shall not be subject to the provisions of this Agreement, and the City shall continue to issue permits and/or approvals for such projects.

10.7 Both the City personnel and the County Fire and Rescue officers are authorized to issue citations for violations of the fire code which shall be heard in the Municipal Court of Dunwoody.

10.8 The City shall be responsible for enforcement of building code, site work, fire code, and site requirements and shall issue all citations necessary to prosecute any building code and fire code violations in the Municipal Court of Dunwoody.

10.9 Notwithstanding anything herein to the contrary, the current in effect Service Delivery Strategy entered between the parties and the terms of the 2016 Fire IGA entered between the parties, including mutually executed amendments to either, shall remain in full force and effect except as specifically modified herein. This Agreement is not intended to modify Fire Service, Rescue, EMS, or anything related thereto unless specifically stated herein

IN WITNESS WHEREOF, the County and the City have executed this First Amendment through their duly authorized officers.

DEKALB COUNTY, GEORGIA

_____

Lorraine Cochran-Johnson
Chief Executive Officer

ATTEST:

_____

Clerk to the Board of Commissioners
and Chief Executive Officer

APPROVED AS TO SUBSTANCE:

_____

Chief, Dekalb County Fire Rescue

APPROVED AS TO FORM:

_____

County Attorney

CITY OF DUNWOODY, GEORGIA

_____(SEAL)
LYNN P. DEUTSCH
Mayor

_____
SHARON LOWERY
City Clerk

APPROVED AS TO SUBSTANCE:

_____
ERIC LINTON
City Manager

APPROVED AS TO FORM:

_____
KEN BERNARD
City Attorney

CITY OF DUNWOODY, COMMUNITY DEVELOPMENT - FEE SCHEDULE
EXHIBIT A

APPROVED: 6/26/2024

Zoning Fees

REZONING FROM ANY DISTRICT	**TO:**	**ACREAGE**				
		0 to 5	**5+ to 10**	**10+ to 20**	**20+ to 100**	**100+**
	Any R (single family) district	$500	$1,000	$1,500	$2,000	$2,500 plus an additional $40 per acre for any portion thereof over 100 acres. Maximum fee = $10,000
	Any RM (multi-family), Mixed Use, Commercial or Industrial District	$750	$1,500	$2,000	$2,500	$3,000 plus an additional $50 per acre for any portion thereof over 100 acres. Maximum fee = $10,000
	PD	Any acreage: $2,000 plus $50 per acre or any portion thereof.				
		Maximum fee = $10,000				
SPECIAL LAND USE PERMIT	Home Occupation	$250				
	All Other Use Permits	$500				
MODIFICATIONS	Any modification request	$300 plus $100 for each additional modification request on the same piece of property				

Variances

VARIANCES/APPEALS/SPECIAL EXCEPTIONS	Single-Family Residential Zoning Districts	$250 plus $50 for each additional variance request on the same piece of property
	Multi-Family Districts, Non-Residential Districts, and Commercial Uses in Residential	$350 plus $100 for each additional variance request
	All Signs	$350 plus $100 for each additional variance request. For appeal costs see Section 20-26.C4

Other

SPECIAL ADMINISTRATIVE PERMIT	$250 plus $50 for each additional request reviewed concurrently on the same property	
ADMINISTRATIVE PERMIT	**Event Type**	**Fee**
	Temporary Outdoor Seasonal Sales (Christmas trees, pumpkins, etc.)	$50
	Temporary Outdoor Sales	$50 plus $10 per day
ZONING CERTIFICATION LETTER	**Fee**	
	$30	
PRELIMINARY PLAT	**Use**	**Cost Per Unit**
	Residential	$350 plus $5 per lot
	Commercial	$350 plus $5 per acre
FINAL PLAT	$350 plus $5 per lot	
MINOR SUBDIVISION	$350	
REISSUE OF CONSTRUCTION OR LAND DISTURBANCE PERMIT	10% of original total fee which consists of all individual fees, i.e. administrative, permit, inspection, etc., up to a maximum of $10,000	

Construction Permit Fees		
ADMINISTRATIVE FEE	$25 for all new permits and reissue of permits, certificates of occupancy, inspection sheets, and for installation lists when not attached to combination building permits	
Building permits will be calculated based on the tables below		
PERMIT FEES FOR COSNTRUCTION PERMITS WITH VALUATIONS UNDER $75,000, EXCEPT NEW CONSTRUCTION	**Construction Classification**	**Permit Fee**
	Residential	$175
	Commercial	$350
VALUATIONS FOR USES NOT COVERED UNDER THE ICC BUILDING VALUATION DATA CONSTRUCTION COST TABLE	**Use**	**$8 per $1000 of the construction valuation listed below (or otherwise noted) $6 per $1000 for Residential**
	Patio Cover, Deck, Balcony	$15 per square foot
	Enclosed Patio, Sunroom, Screened Room	$30 per square foot
	Shed Storage Building	$20 per square foot
	Fences 6’ in height or taller	$1 per square foot
	Pools (value per square foot)	$180 per square foot
	Public Garages	$47 per square foot
	Retaining Wall (value per linear foot)	
	8’ or less in height	$10 per square foot
	More than 8’ in height	$20 per square foot
	Tenant OR Interior Finish Improvements	$50 per square foot
VALUATIONS FOR USES LISTED IN THE ICC BUILDING VALUATION DATA CONSTRUCTION COST TABLE	**Use**	**Valuation**
	New One & Two Family Residential	Use ICC Building Valuation Data Table, latest published edition
	New Non-Residential & Multi-Family	Use ICC Building Valuation Data Table, latest published edition
	The following valuation shall be used for the valuation of separate permits pertaining to the same structure. Permits with valuations under $75,000 use project valuation of $31,200 for residential projects and $41,000 for commercial projects. a. Building shell only: 80% of valuation above b. Mechanical only: 15% of valuation above c. Plumbing only: 15% of valuation above d. Electric only: 15% of valuation above	
TELECOMMUNICATION FACILITIES IN THE RIGHT-OF-WAY	**Permit or Fee Type**	**Fee**
	Application Fee for Co-Location of a Small Cell Installation on an existing pole	$100 per facility
	Application Fee for each replacement pole with an associated Small Cell Installation	$250 per replacement pole
	Application Fee for each new pole with an associated Small Cell Installation	$1,000 per pole
	Right-of-Way Occupancy Fee for Co-Located Small Cell Installation on existing or replacement pole	$100 per pole, annually
	Right-of-Way Occupancy Fee for Small Cell Installation on a new pole	$200 per pole, annually
	Annual Attachment rate for poles owned by the City	$40 per Small Cell Installation, annually
	Permit or Fee Type	**Fee**
	Building/Engineering review for retaining wall – site plan review	$100 per review
	Occupational Tax Certificate (OTC) Inspection Required for a new Occupational Tax Certificate and/or Change of Tenant	$125 covers initial and one follow-up inspection, $75 per inspection thereafter
	Move In As-Is / Change of Occupancy Classification	$375 covers building and fire plan review, initial and one follow-up inspection, certificate of completion
	Inspections outside of normal business hours	$150/hour (min 2 hours)

OTHER FEES	Reinspection fees	$50/hour (min 1 hour)
	Inspections for which no fee is specifically indicated	$50/hour (min 1 hour)
	Demolition Permit	$100
	Tree Replacement Fund Donation	$1,000 per 1.0 unit of density credit required
	COMPONENT PERMITS not to be used for remodeling or new construction	$50 minimum see permit forms for additional fees
	Temporary Certificate of Occupancy	$250
	Final Certificate of Occupancy	$50
	Tree Removal Permit	$25 for 1 to 5 trees, and $25 for every additional 1 to 5 trees

Review Fees		
LAND DISTURBANCE PERMIT	**Use**	**Cost Per Unit**
	Residential	$350 plus $20 per lot
		Additional review fee of $200 assessed for the second and subsequent re-submittal of plans
	Commercial	$350 plus $20 per acre
		Additional review fee of $200 assessed for the second and subsequent re-submittal of plans

Fire Permitting Fee Schedule			
INSPECTIONS AND PLAN REVIEWS	**Plan Review Type**	**Fee Amount**	
	Site Plan Review		
	Initial Review	$100	
	1st Resubmittal Review	$50	
	Each Additional Review	$150	
		< than 12,000 sq. ft.	> than 12,000 sq. ft.
	Life Safety/Accessibility:		
	Initial Review	$100	$100
	1st Resubmittal Review	$50	$50
	Each Additional Review	$150	$150
	Alarm/Detection System		
	Initial Review	$100	$150
	1st Resubmittal Review	$50	$75
	Each Additional Review	$150	$200
	Automatic Sprinkler System		
	Initial Review	$100	$150
	1st Resubmittal Review	$50	$75
	Each Additional Review	$150	$200
	Fire line		
	Initial Review	$100	$150
	1st Resubmittal Review	$50	$75
	Each Additional Review	$150	$200
	Hood Suppression System		
	Initial Review	$100	
	1st Resubmittal Review	$50	
	Each Additional Review	$150	
	Construction Permit Inspections	**Fee Amount**	
	50%-80%-100% Any Construction without deficiencies	$100	
	Follow-up inspections from non-compliance		

	1st Re-inspection	$50
	2nd and all additional inspections	$100

Permit Fees		
LAND DEVELOPMENT	**Inspection**	**Cost Per Unit**
	Road Vert. & Sect.	$16 per linear foot
	Curb and Gutter	$6.50 per linear foot
	Base and Paving	$2.50 per square foot
	Commercial Driveway	$0.75 per square foot
	Storm Drainage	$20 per linear foot
	Wastewater	$22 per linear foot
	Water Main	$16 per linear foot
	Sidewalk	$2 per square foot
	Other	
	Permit Fees	**Cost Per Unit**
	Street Name Markers/Intersection	$75 per intersection
	Traffic Signs/Intersection	$65 per intersection
	Land Disturbance Permit (LDP)	**Fee**
	LDP	$125
	Fees for Land Disturbance Permits	
	Valuation	Fee
	$1 to $5,000	$300
	$5,001 to $20,000	$300 for the first $5,000 and $150 for each additional $1,000, or fraction thereof
	$20,001 to $100,000	$2,250 for the first $20,000 and $100 for each additional $1,000, or fraction thereof
	$100,001 to $250,000	$10,550 for the first $100,000 and $50 for each additional $1,000, or fraction thereof
	$250,001 to $500,000	$18,050 for the first $250,000 and $25 for each additional $1,000, or fraction thereof
	$500,001 to $1,000,000	$24,300 for the first $500,000 and $15 for each additional $1,000, or fraction thereof
	$1,000,001 and up	$31,800 for the first $1,000,000 and $10 for each additional $1,000, or fraction thereof

Sign Permit Fees		
REVIEW FEE	$15	
SIGN PERMIT	**Sign Message Area Size**	**Flat Fee**
	1 to 50 square feet	$50
	51 to 100 square feet	$100
	101 to 150 square feet	$150
	151 to 200 square feet	$200