



Guide Sheet – Submitting Inspection, Testing, and Maintenance Reports

The link to the ITM portal can be found at www.cobbfmo.org or by doing an internet search for “Cobb County ACA” to locate Cobb’s Accela Citizen Access page

- 1) Sign in or Create an Account if you do not already have one.



Cobb County GOVERNMENT

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Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

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Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

2) Click on "Fire"



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To submit an ITM report click on Fire

Hello, Jim Egan

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [?](#) [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

3) Click on "Inspection Testing or Maintenance Reports"



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Create an Application Search Applications

Select a Permit Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at fminspect@cobbcounty.org.

Click here to expand the list

▶ Inspection Testing or Maintenance Reports

Continue Application »

4) Select what type of report you are submitting and click on "Continue Application".

NOTE: Only one report can be uploaded at a time



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Select a Permit Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at fminspect@cobbcounty.org.

Select which report you want to submit

▼ Inspection Testing or Maintenance Reports

- ITM-Alarm
- ITM-Other Systems
- ITM-Sprinkler

Continue Application »

5) NOTE: This is for submitting Annual Inspection Testing and Maintenance reports to the Cobb County Fire Marshals Office. Do not submit your drawings for review here. Click "Continue Application"



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ITM-Sprinkler

1 Annual Inspection	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Annual Inspection > About

This application is for fire sprinkler companies to submit their annual fire sprinkler reports to the Cobb County Fire Marshals Office. If you need to submit plans for review to the Cobb County Fire Marshals Office, DO NOT submit them here, go to [this website](#).

*indicates a required field.

[Save and resume later](#)

[Continue Application »](#)

6) You can search by address or parcel. Enter the address location of the report you are submitting and click on "Search". The address and parcel fields should populate

Create an Application Search Applications

ITM-Sprinkler

1 Annual Inspection	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Annual Inspection > Address

* indicates a required field.

Address

- Provide the location where inspection was conducted.
- No abbreviations. Do not include street type. Ex: "Langley" not "Langley Dr."; "West Pointe" not "W. Pointe Circle".

*Street No.:

1595

*Street Name:

COUNTY SERVICES

Enter street name, Do Not add "dr. hwy, etc"

PROJECT NAME:

N/A(Please ignore this field)

Next, click on Search to validate the address

Search

Clear

Parcel

*Parcel Number:

19033300030

Search

Clear

7) Continue down the page. The system defaults to you as the Applicant, if you need to edit this to change the details click on edit. Populate the Business – Site Contact information, click on “Add New” or for existing contacts you can “Select from Account”. This is the contact person at the location for the report you are submitting. After entering the contact information click on “Continue Application”

Applicant

To add the Applicant Contact, for a new contact select "Add New" and for an existing contact click "Select from Account".

✔ Contact updated successfully.

Jim Egan
james.egan@cobbcounty.org
Home phone:
Mobile Phone:
Work Phone: 7777777777
Fax:
[Edit](#) [Remove](#)

Business/Site Contact Information

To add the Business Site Contact, for a new contact select "Add New" and for an existing contact click "Select from Account".

[Select from Account](#) [Add New](#) [Save and resume later](#) [Continue Application »](#)

Add the Business/Site contact for the facility you are submitting the report for, if they have been entered before, click on Select from Account, if new, click on Add New

Completed fields

Applicant

To add the Applicant Contact, for a new contact select "Add New" and for an existing contact click "Select from Account".

✔ Contact updated successfully.

Jim Egan
james.egan@cobbcounty.org
Home phone:
Mobile Phone:
Work Phone: 7777777777
Fax:
[Edit](#) [Remove](#)

Business/Site Contact Information

To add the Business Site Contact, for a new contact select "Add New" and for an existing contact click "Select from Account".

✔ Contact added successfully.

Nick Dawe
nick.dawe@cobbcounty.org
Home phone:
Mobile Phone:
Work Phone: 777-777-7777
Fax:
[Edit](#) [Remove](#)

[Save and resume later](#) [Continue Application »](#)

8) Provide details on the location and details on the status of the system you are submitting

ITM-Sprinkler

1 Annual Inspection	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Annual Inspection > ITM-Sprinkler Details

* indicates a required field.

Location Details

LOCATION DETAILS

* Building Name/Complex or Tenant Name:

Bldg # (if applicable):

Suite # (if applicable):

ITM-Sprinkler Details

TYPE OF INSPECTION TAG

Type of Inspection Tag on the Fire Sprinkler System? (*Select only one)

- Green (No impairments to the system):
- Yellow (Impairments to the system, however, system will still function as intended):
- Red (System is out of service and will not function or operate as intended):

If Yellow or Red are selected, a text box will appear for you to write in a brief description of the impairments

Save and resume later

Continue Application »

9) Upload the report by clicking on "Add"

Attachment

Upload your Report

Click ADD in the lower left corner to upload documents.

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;v are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

Select your report and then click on "Continue"

File Upload

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde are disallowed file types to upload.

FMO Org Chart JUNE 2023 - 100%

Continue **Add** **Remove All** Cancel

From the drop-down pick list select the type of report and then provide a brief description and then click on "Save". To add any Supporting Documents, repeat the above-mentioned process. If finished uploading documents, click on "Continue Application"

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;v are disallowed file types to upload.

Attachment removed successfully.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: [Remove](#)

File:
FMO Org Chart JUNE 2023 - V3.0+.pdf
100%

*Description:

[Save](#) [Add](#) [Remove All](#)

[Save and resume later](#)

[Continue Application »](#)

Documents uploaded and saved

Attachment

Upload your Report
Click ADD in the lower left corner to upload documents.

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;v are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
FMO Org Chart JUNE 2023 - V3.0+.pdf	Fire Sprinkler Annual Inspection Report	87.75 KB	10/21/2024	Actions ▼
Record of Repair.pdf	Supporting Documents	545.29 KB	10/21/2024	Actions ▼

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

- 10) Review the information that was provided for correctness and completeness and then click 'Continue Application'



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ITM-Sprinkler

1 Annual Inspection	2 Review	3 Pay Fees	4 Record Issuance
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Step 2: Review

[Save and resume later](#)

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

ITM-Sprinkler

Address Edit

1595 COUNTY SERVICES

Parcel Edit

Parcel Number: 19033300030

Applicant Edit

Jim Egan 1595 County Services Parkway Marietta, GA, 30008	Work Phone: 777-777-7777 E-mail: james.egan@cobbcounty.org
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Business/Site Contact Information Edit

Nick Dawe	Work Phone: 777-777-7777
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- 11) Cobb County Fire Marshal's office has a \$20 submittal fee. Click on "Check Out" to pay the fee and finish the submittal. If you would like to submit an additional ITM report, you can click "Continue Shopping". This will allow you to pay for all submittals at one time rather than one by one.



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Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

1595 COUNTY SERVICES
1 Application(s) | \$20.00
▶ ITM-Sprinkler
ITMP24-015983

Total due: \$20.00

Total amount to be paid: \$20.00

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

Print or save your receipt. Below you will be able to see your ITM record number and a confirmation email will arrive. The submittal process is complete.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

1595 COUNTY SERVICES

ITM-SPRINKLER-
2024-00048

[View Receipt](#)

[Print/View Receipt](#)