



CARROLL COUNTY FIRE RESCUE

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Fire Inspection Checklist for Certificate of Occupancy

The Carroll County Fire Marshal's Office is required to perform a fire inspection for a certificate of occupancy. The following is a **general list** of items that will be inspected to ensure all Life Safety and Fire Codes adopted by Carroll County are met. This inspection **may not be limited to** the items listed below, depending on the occupancy type. These items must be maintained to pass the inspection.

1. All doors, door swings, door closers, door hardware, and force-to-open doors shall be maintained in proper working order. All exit doors must be kept unlocked during business hours.
2. All exit ways & hallways shall be clear and unobstructed. In a multi-story building with stairs, all stairs shall be maintained & unobstructed. No storage allowed under stairs or stair wells.
3. All Emergency and Exit Lighting shall be maintained in proper working condition. These lights shall operate on normal electrical power & on battery back-up power. Exception: buildings provided with an emergency back-up generator
4. If a building has a sprinkler system, a copy of an annual sprinkler test certification letter shall be provided to the Fire Inspector upon request.
5. If the building has a fire alarm system, a copy of the annual fire alarm test certification letter shall be provided to the Fire Inspector upon request. The fire alarm system should be tested monthly.
6. If the building has a hood suppression system, a state licensed hood system company shall service the system every six (6) months and be tagged as compliant. The hood, ductwork, fan and filters shall be clean & if a cleaning service is used, a certificate showing date of cleaning shall be maintained on the premises.
7. Smoke and duct detectors shall be maintained in proper working condition. It is recommended that batteries are replaced biannually.

8. One (1) ten-pound Fire Extinguisher (2A 10BC) per 3,000 sq. ft. of space and a class K extinguisher for kitchen use (if applicable) shall be maintained and serviced by a State of Georgia licensed Fire Extinguisher company annually, and shall have a current inspection tag, signed and dated by that company representative. All extinguishers are required to be visible and readily accessible for use and all employees instructed in the use of extinguishers. ****Carroll County Fire Inspectors DO NOT perform maintenance procedures on Fire Extinguishers.****

9. Power must be on for inspection, breaker box should be labeled, and any void spaces must be covered. The electrical panel must be free of obstruction. There should be NO storage kept within three (3) feet of any electrical panel or mechanical equipment. Faceplates must be on all electrical outlets and switches.

10. Natural gas appliances must have individual shutoff valves. Natural gas hot water heaters must have a relief valve and gas shutoff valve.

11. Storage of any hazardous materials as defined by the Fire Code shall only be permitted by the Carroll County Fire Marshal's Office, and shall be properly stored. Combustible materials such as paper, rags, boxes, etc. shall be stored at least four (4) feet from gas appliances (water heaters, stoves, furnace, etc.). Oily rags shall be stored in metal containers only.

12. Extension cords cannot be used in place of permanent electrical wiring. Multi plugs are not allowed unless it is a surge protector. Surge protector strips are allowed but must be mounted.

13. All interior finishes required by the Life Safety Code shall be maintained (i.e. sheet-rocked wall maintained without holes). Attic access and scuttle openings shall be kept closed.

14. All storage and housekeeping practices shall be in neat order and cleanly maintained. Storage shall be kept at least two (2) feet below the ceiling.

15. Occupant load signs shall be maintained and clearly visible in the area for which they apply (If required)

16. In a tenant space, ceiling tiles shall be removed in a manner suitable for the Fire Inspector to thoroughly inspect existing tenant demising walls if not completed at 80% inspection. The Fire Inspector may request a ladder for his or her inspection.

17. International Fire Code section 506 Key Boxes: All commercial buildings must have a Knox Box (if applicable) (contact Fire Marshal's Office for order information).

18. All ADA (Americans with Disabilities Act) features shall be maintained properly and in accordance with the Georgia Accessibility Code (i.e., vehicle parking, access to the building, restroom, showers, water fountains, telephones, etc.).

19. Fire hydrants and Fire Department connections must be free and clear of obstructions and in proper working order. Driveways or alleys around your building must be kept free of weeds, debris, or obstructions.

20. Street number must be posted and visible. Suite number or letter must be included, if applicable.

21. Correct facility information must be provided: name, address, phone number, and owner's name, address and phone number. (If a multi-tenant building: the name of the building or complex must be provided.)

To schedule an inspection, visit the Carroll County Website at www.carrollcountyga.com. Select Fire Rescue from the Government drop down section. Once on the Fire Rescue homepage you'll find a link on the right-hand side to Request an Inspection. The Carroll County Fire Marshal's Office requires a 5-day notice in advance of the requested inspection date.