

FIRE CHIEF
Jeffrey K. Hood, Sr.



Check List

Final Fire Inspection for Certificate of Occupancy

The Hall County Fire Marshal's Office is required to perform a final fire inspection for the certificate of occupancy to be issued. The following is a **general** list of items that will be inspected in order to insure all Life Safety and Fire Codes adopted by Hall County are met.

This inspection may not be limited to the items listed below, depending upon the occupancy type. These items must be maintained or in place in order 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.
2. All means of egress (Exits) shall be clear and unobstructed. In a multi-story building with stairs, all stairs shall be maintained and unobstructed. No storage allowed in stair wells or under stairs cases.
3. All emergency lights and exit lighting shall be maintained in working order. These lights shall operate on normal electrical power and on battery back-up power.
Exception: buildings provided with an emergency backup generator.
4. If a building is required to have a Sprinkler system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
5. If the building is required to have a Fire Alarm system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
6. If the building is required to have a Hood Suppression system, a state licensed hood system company shall service the system and supply a certification letter upon request. The hood, ductwork, fan and filters shall be cleaned and 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, also with any certification letters made available to the Fire Inspector.

8. All Fire Extinguishers (**10 lb. ABC**) shall be maintained by a State of Georgia licensed Fire Extinguisher company and shall have a current inspection tag signed and dated by the company. **Hall County Fire Inspectors do not perform maintenance on Fire Extinguishers.**

9. In addition to the above mentioned fire extinguishers, *if* your place of business has a kitchen, you must also have a “Class K” fire extinguisher.

10. Any storage near Electrical panels and/or Mechanical Equipment shall be no closer than 30 inches from the equipment. Each breaker in the panel box shall be labeled.

11. Storage of any Hazardous Materials as defined by the Fire Code shall be permitted by the Hall County Fire Marshal’s Office and stored properly.

12. Extension cords are allowed on a temporary basis only. **Temporary is defined as not more than 30 days.**

13. All Interior Finishes required by the Life Safety Code shall be maintained.

14. All storage and Housekeeping Practices shall be in neat order and cleanly maintained.

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 the 80% inspection***, the Fire Inspector may request a ladder for better access.)

17. **International Fire Code section 506 Key Boxes:** All commercial buildings must have a Knox Box (contact Fire Marshal’s Office for order information or order online by going to www.knoxbox.com)

18. All Accessibility 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.

20. Address and/or Street Numbers must be posted and visible also to include suite number or letters where they may apply.

21. Correct Facility Information must be provided: Name, Address, Phone Number, Owner name, address and phone number. ***If the address is not provided during the inspection, the C.O. will not be issued!***

When a final inspection is being completed through Hall County, the inspection should be called in through the Hall County Building Inspection Department. (770) 531-6809. If the building is in the city limits of Clermont, Buford, Braselton, Flowery Branch, Lula Oakwood, or Rest Haven the inspection can be called in directly to the Hall County Fire Services – Fire Marshal’s Office. (770) 531-6838. Final inspections need to be called in ahead of time for proper notice.

Please call at least 24 hours in advance before the inspection is needed.

If you have any questions, please email the Fire Marshal’s Office at FireReview@hallcounty.org.