



Clayton County Fire & Emergency Services

BUSINESS LICENSE / CERTIFICATE OF OCCUPANCY CHECKLIST

To expedite the certificate of occupancy process, we have developed this checklist of components that must be in place before your inspection can be performed.

- ✓ Electricity must be active to allow inspectors to safely inspect your occupancy, as well as check electrical components of the building.
- ✓ Exit and emergency lighting must be working properly.
 - Press test buttons to test lighting. If not working, check all bulbs and batteries.
- ✓ At least one 5 lb. Class ABC fire extinguisher must be present and mounted on the wall no higher than 4 ft. from the floor. The extinguisher should be tagged by a certified company, or with the receipt attached to establish the date the extinguisher went in service. You should have one extinguisher per every 75 ft. of travel.
- ✓ There should not be any void spaces in the electrical panel box. Each switch should be clearly labeled, showing its function.
- ✓ If a sprinkler system is present, be sure that it has been serviced within the last 12 months. Contact your property manager for further information regarding the system test records.

Occupancies with kitchens

- ✓ All occupancies with kitchens using gas or electric ranges are required to have hood vents and a hood extinguishing system.
- ✓ Hood vents are required to be vented to the outside of the building.
- ✓ In addition to class ABC extinguishers, all occupancies with hood vent extinguishing systems are required to have an additional class K extinguisher mounted in the kitchen area.

Once the criteria are met, call our inspection request line (770)603-4040. Please leave name, contact number and address of business location. Allow at least 24 hours for a return call from an inspector.

***There is an inspection fee of \$100.00 at time of inspection.**

Dwayne E. Jackson
Deputy Chief/Fire Marshal

4/14/2011



CLAYTON COUNTY FIRE & EMERGENCY SERVICES

Phone: (770) 473-7833

Fax: (770) 473-3837

WWW.CCFES.ORG

LANDRY MERKISON
FIRE CHIEF / DIRECTOR,
EMERGENCY MANAGEMENT

January 4, 2016

Dear Business Owner:

The Clayton County Board of Commissioners and the City of Lake City recently entered into an Intergovernmental Agreement where Clayton County Fire & Emergency Services will provide fire and emergency services for the city. This agreement includes services performed by the Clayton County Fire Marshal's Office to include fire investigations, fire code enforcement, pre-construction plan review, and annual fire compliance inspections for businesses.

Your business will require an annual fire compliance inspection each year. Chapter 42-40 of the Official Code of Clayton County requires the County to collect an annual fee of \$100.00 for fire compliance inspections. However, this fee will be waived for the first year and go into effect January 1, 2017. The fire compliance inspection report will be required to be posted in plain view in your business. For more information, please contact our office at 770-473-7833. Thank you in advance for your cooperation and support.

Sincerely,

Dwayne E. Jackson
Deputy Chief / Fire Marshal



OCC ID # _____

CLAYTON COUNTY FIRE & EMERGENCY SERVICES

7810 HWY 85
RIVERDALE, GA 30274
OFFICE: 770-473-7833 FAX: 770-473-3837

New Business – Lake City

DATE OF VISIT: _____ / _____ / **2016**

BUSINESS NAME: _____

BUSINESS ADDRESS: _____ Ste. # _____

CITY / ZIP _____

BILLING ADDRESS: _____

BUSINESS OWNER: _____

CONTACT NUMBER(S): _____

BUSINESS NUMBER: _____

EMAIL ADDRESS: _____

Official use only.....

TYPE OF BUSINESS: ___ Business Office ___ Mercantile A B C
___ Church ___ Restaurant ___ Assembly/Other

SPRINKLER SYSTEM FIRE ALARM

INSPECTOR: _____ EMPLOYEE # _____ DATE _____



Clayton County Fire & Emergency Services

7810 Hwy 85 Riverdale, GA 30274

Office of the Fire Marshal

INSPECTION REPORT

Date of Inspection _____ Time out: _____ Time in: _____

Building Name _____ File # _____

Building Location _____

Contact Name _____ Phone # _____

Type of Inspection

Original _____ Scheduled _____

Reinspection _____ Annual _____

Supplemental _____ Certificate of Occupancy _____

Other _____

**EACH VIOLATION / HAZARD DESCRIBED HEREIN IS A VIOLATION
OF CODES ADOPTED BY CLAYTON COUNTY**

Approval or denial will be entered in this area

Inspector ID # _____ Inspector Name _____

Signature of Contact _____

If you have any questions concerning this report please call (770) 473-7833 Extension # _____

COURTESY FIRE COMPLIANCE INSPECTION

Business will either pass or fail. Failure of any code will result in a re-inspection, to be performed 30 days from original inspection.

MEANS OF EGRESS

- 1 Exit paths are clear of any storage, debris, etc.
- 2 Exit doors are unlocked, not blocked, and in good working order
- 3 Exit signs are illuminated and in good working order
- 4 Emergency lights are in good working order

FIRE PROTECTION SYSTEMS

- 5 Min. 18" clearance between any stored materials and a sprinkler head
- 6 Fire extinguishers have been serviced by a certified company within 12 Months
- 7 Fire extinguishers mounted with the top no more than 4 ft. off the floor
- 8 Sprinkler / Alarm systems have been inspected within 12 months
- 9 Hood Extinguishment Systems properly serviced

HAZARDOUS OPERATIONS

- 10 Flammable liquids are stored in approved containers
- 11 Flammable liquids are stored in an area(s) w/out any ignition sources
- 12 3' Clearance between heat producing equipment and combustibles
- 13 Hazardous chemical storage or use
- 14 Compressed gas storage or use. Secured properly

OPERATIONAL COMPONENTS

- 15 Electrical service and other utilities accessible
- 16 Emergency phone number is posted near the phone(s)
- 17 Building address is posted and visible from the roadway
- 18 General housekeeping is good

REMINDER: Beginning **January 1, 2017**, each business owner, will be responsible for a once a year fee of \$100, due upon receiving invoice.

The \$100.00 fee for this inspection is pursuant to the Official Code of Clayton County § 42-40.

Make checks **payable to:**

Clayton County Fire & Emergency Services

Mail to: Fire Recovery USA, LLC

P.O. Box 935667

Atlanta, GA 31193-5667

FAQ for Fire Compliance Inspection Fees

- **When was this resolution passed?**
 - The Clayton County Board of Commissioners amended chapter 42-40 of the Official Code of Clayton County to adopt fees for Annual Fire Compliance Inspections on May 15, 2007.

 - **I thought my property taxes covered fire protection? Where does the inspection fee money go?**
 - The revenue generated from the inspection fees goes directly to fire department budget
 - Property taxes cover fire protection, emergency medical services, emergency operations and fire prevention. The revenue generated from the inspection fees will be used to increase emergency coverage and decrease response times to better protect your business, your patrons and your property.
 - The inspection fee is an alternative source of raising funds apposed to raising taxes.

 - **What businesses are required to pay this fee?**
 - All businesses holding a certificate of occupancy.

 - **I am leasing an office in the building. Is the building owner responsible for the inspection fee?**
 - No, each business is required to have annual fire compliance inspection and pay the fee, no matter how large or small the business.

 - **When will I receive a bill?**
 - You will receive an invoice within 7-10 days of you

 - **How can I pay my fee?**
 - Instructions on how to pay fee will be included on invoice.
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