



# Clayton County Fire & Emergency Services

## BUSINESS LICENSE / CERTIFICATE OF OCCUPANCY CHECKLIST

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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