

The Gwinnett County Office of Community Risk Reduction (a.k.a. Fire Marshal's Office) Article II Fire Code section 46-44 requires all tenants to obtain a fire certificate of occupancy permit prior to conducting business.

The following is a general list of items that will be inspected in order to insure all life safety and fire codes adopted by Gwinnett County are maintained in existing buildings.

This inspection may not be limited to items listed below, depending upon the occupancy type and items specific or unique to your facility or business that is unknown the fire prevention staff.

These items must be maintained in order to pass the fire inspection. Disregard items on the list that are not specific to your building.

1. If the building has a fire sprinkler system, a copy of the annual fire sprinkler test report, deficiency free, shall be provided to the Fire Inspector.
2. If the facility has private fire hydrants located within the boundary of the site, a copy of the annual fire hydrant test report, deficiency free, shall be provided to the Fire Inspector.
3. If the building has a fire alarm system, a copy of the annual fire alarm test report, deficiency free, shall be provided to the Fire Inspector.
4. If the tenant space has a commercial kitchen with a commercial kitchen hood which contains a fire suppression system, a qualified hood cleaning company shall clean all portions of the hood system, which shall include the canopy hood, associated duct work, and the up-last fan located at the terminus of the system, cleaning documentation shall be provided to the Fire Inspector. The hood fire suppression system shall be tagged and inspected by a state licensed fire suppression company. The service date shall be within six (6) months of the fire inspection.
5. All exit ways and exit stair enclosures shall be clear and unobstructed.
6. All doors, door swings, door closures, door hardware, and force to open doors shall be maintained in proper working order and clear of obstructions.
7. If the tenant space contains emergency lighting, they shall be maintained in working order. The lights shall operate on normal electrical power and on battery backup power.
8. If the tenant space contains exit signs, they shall be maintained in working order. The exit signs shall operate on normal electrical power and on battery backup power.
9. All fire extinguishers shall be inspected annually by a State of Georgia licensed fire extinguisher company and shall have a current inspection tag signed and dated by them. A list of qualified companies can be found here: <https://www.oci.ga.gov/FireMarshal/Search%20Fire%20Extinguisher%20Companies.aspx>
10. Electrical panels and mechanical equipment shall be clear of storage around them and storage shall be a minimum of 30 inches from the equipment.
11. Extension cords are allowed on a temporary basis, defined as less than 30 days.
12. Suite designation shall be provided on all exterior doors, front and rear. Markings shall be a minimum of four inches in height.
13. Building street address numbering shall be clearly marked and visible from the roadway.

\*\*\*ALL FAILED INSPECTIONS ARE ASSESSED A RE-INSPECTION FEE\*\*\*

\$25.00 First Failed, \$50.00 Second Failed, \$100.00 every failed inspection thereafter.