



Fire Chief  
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# Hall County Government FIRE SERVICES

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## OFFICE OF THE CHIEF

### Final Fire Inspection for Certificate of Occupancy Checklist

The Hall County Fire Marshal's Office is required to perform a final fire inspection for Certificates of Occupancy. 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 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. All exit doors must be kept unlocked during business hours.
2. All Exit Ways and hallways, shall be clear and unobstructed. In multi-story building with stairs, all stairs shall be maintained and 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 and 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 any annual sprinkler test certification letter shall be provided to the Fire Inspector upon receipt.
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. 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 tagged compliant**. 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. It is recommended that batteries are replaced biannually.
8. One (1) 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 them**. All extinguishers are required to be visible and readily accessible for use and all employees instructed in the use of the extinguishers. ***Hall County Fire Inspectors do not perform maintenance procedure on Fire Extinguishers***