



Henry County Fire Prevention Bureau

Certificate of Occupancy or Completion Inspection Requirements

The Henry County Fire Prevention Bureau requires an 80% and 100% completion inspection before the Certificate of Occupancy is issued. Inspections can be scheduled by calling the Bureau's Administrative Assistant at (770) 288-6637. The 80% or 100% inspections procedures are to inspect work once completed at each stage of the project. The following are items addressed during these respective inspections.

80% Inspection: Above ceiling inspection all work to be complete before the inspection

- All approved stamped (color) plans are to be on the job site. The permit is to be posted along with the building departments permit.
- Fire walls are complete to include all mudding and taping. Penetrations are sealed by approved UL rated fire caulk (have an empty tube on hand). Piping penetrating fire walls of diameter to require collars shall have correct collars in place and fire caulked. Any penetration too large to caulk will require fire blocking. The rated wall (envelope) shall be caulked between floors where applicable. Vertical openings between floors (utility chases, elevator shafts, etc.) to be inspected for ratings at the 80%. Penetrations between floors that require fire stopping (including caulking) to be inspected. Fire walls are to also be labeled or stenciled every 12' linear with appropriate rating (i.e. 1 hour or 2 hour).
- Above Ceiling: Hard ceilings containing electrical and or sprinkler piping to be inspected before gypsum board installed. Junction boxes are to have all conduit correctly tied in and boxes to be closed, with all electrical wiring inside. Sprinkler piping run (if applicable), no wiring touching sprinkler piping. No HVAC conduct resting on or pushing against the sprinkler piping. Sprinkler heads clean (no paint).
- Any site work completed at this time will be inspected and confirmed.

100% Inspection: Final inspection all work to be completed before the inspection

- All approved stamped (color) plans are to be on the job site. The permit is to be posted along with the building departments permit.
- Exterior: Handicap parking (striping, painting, and signage) access and egress to and from the structure (ramps, sidewalks, railing, etc.) will be addressed. Level landings for exits to be inspected (correct railing and guards for stairs). Fire Apparatus Access (road and gates) and Fire Lanes (painted and labeled correctly) will be addressed. Hydrant locations confirmed (if applicable). FDC and PIV locations confirmed with correct signage in place (if applicable). Business Address is posted and visible from the street. Knox Box location checked and keys to business are placed inside.

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- Interior: Extinguishers, Emergency Lighting and Emergency Exit signs are in place and working. Egress routes are marked (if applicable). Handicap restrooms are completed and in compliance (signage, grab bars, clearance, and sink/stall/wall 5' from toilet wall). Fire Alarm and Sprinkler systems are in place and working to be tested (provide completion documents below ground and above ground at inspection). Check for need or presence of Duct Detectors. Fire suppression systems for hood vents to be tested. All electrical outlets and light covers closed and in place. There should be no penetrations in the walls. Ceiling installed and complete with no penetrations. Fire/Smoke rated areas (envelopes) to be complete with no penetrations. All stairs with railing and guards to be inspected. Furniture and shelving in place (but not stocked). Panel Box is to be labeled with a schedule on the panel box door.
- Site work to be completed and verified during final inspection.

***This is not an all-inclusive list. This is to help you in your Annual, new business License, or final inspection process. If you have any further question please contact the Henry County Fire Prevention Bureau at (770)288-6637.**