



Henry County Fire Prevention Bureau

Fire Prevention Policy: Occupational Tax (Business License Inspection)

Purpose

- The purpose of this Policy is to document procedure for Occupation Tax (New Business License Inspections)

Procedure

- All new businesses applying for licensing through the County and any city (except those within the city limits of McDonough, Hampton and Stockbridge), must be inspected and approved by the Henry County Fire Marshal's office.
- All new business license applicant must receive an inspection prior to the Fire Marshal signing off on the business license application, and issuing a new or revised Certificate of Occupancy. The following procedures apply to New Business License inspections:
 - Applicants must apply for a business license and complete a business license application
 - Business license applicants should contact the Fire Marshal's office to schedule an inspection prior to opening or occupying the new business. Any changes of occupancy type, electrical, plumbing, or structural changes would constitute this being treated as a new construction project requiring plan submittal and permitting. Changes of occupancy type will require occupancy be brought up to current fire and life safety codes.
 - The Henry County Fire Prevention Bureau offers free phone consultations through the number provided below.
 - Inspection request must be called in for the business or project to be inspected.
You may call to schedule an inspection at 770-288-6637.
 - *Appointment times are not given; however, the Fire Marshal's office will try to complete all inspection on the day they are scheduled.*
 - *If circumstance and time do not allow, the business will be contacted and the inspection rolled over to the next business day.*
 - The fire Marshal's office must have a copy of the business license application on hand prior to conducting an inspection.
 - There is a \$100.00 fire department fee for new business license inspections which must be paid prior to the scheduling of inspections.
 - You can pay with cash, card, or check at our headquarters office located at 110 South. Zack Hinton Parkway, McDonough, GA 30253
 - You can pay by card over the phone or online
 - **There is a 2.35% Charge for paying with card**
 - Call 770-288-6637 to pay over the phone

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- Someone from the business or project must be on site for the inspections. If no one is available, the inspector will document that no one was on site and no inspection will be conducted.
- Inspection violations will be noted on the Henry County Fire Department Inspection Form, and a copy of the form shall be left with the contact person at the time of the inspection. This form will be signed by both parties.
- Once a building or business has received a clear inspection with no violations, the business license application will be approved and a Certificate of Occupancy will be issued by the Fire Marshal's office.
 - **The Certificate of Occupancy will be ready for pick up at the building department in 2-3 business days.**
- Existing businesses which are changing ownership, business name, or address will be issued (or re-issued) a Fire Department Certificate of Occupancy after inspection of the facility. **The Certificate of Occupancy will be ready for pick up at the building department in 2-3 business days.**

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

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Questions for Potential Customers / Prior to Scheduling an inspection

- #1. Is your power on to the business?
- #2. Are there any repairs that need to be completed? i.e. holes in the walls or ceilings.
- #3. Are all exit lights and emergency lights working properly on normal power and on battery back-up?
- #4. Do you have enough fire extinguishers for the square footage that we are inspecting and have they been serviced for this year?
- #5. Are all bathrooms in compliance with the “ADA” regulations?
- #6. If you have altered the building in anyway with electrical work or changed the original building plans over 50%. ie. Racking systems. Do you have the permits showing were the work was approved?
- #7. Have you changed any of the paths leading to the egress of the building and are all pathways clear?
- #8. Are there any gates or walls that will prevent fire units to gain entrance to your site?
- #9. Do you have a recent copy of the report certifying you alarm and/or sprinkler system? Also, please make sure all storage is at least 18inches below all sprinkler heads.
- #10. Has your Ansul / Vent Hood System been serviced in the last six months?
- #11. If you have power strips supplying power to electrical sources, are they mounted at least 3inches off the ground?
- #12. Make sure all breakers are properly marked in the electrical panel box and all cover plates are in place inside of the box.