



Henry County Fire Prevention Bureau  
**PERMIT REQUIREMENTS**

TYPE OF PERMIT:

RACKING       ALARM       MACHINE       INTERIOR       SITE/DEV   
FUEL TANK       SPRINKLER       CONVEYOR       OTHER \_\_\_\_\_

**NOTE: THIS FIRE DEPARTMENT PERMIT IS REQUIRED TO BE DISPLAYED AT THE FRONT OF THE PROJECT, WHERE IT IS VISIBLE FROM THE OUTSIDE OF THE BUILDING.**

Inspection procedures:

ALL inspections must be called into the inspection office at (770)288-6637. If no answer please leave a message which includes your name and number, project name and type of inspection you are requesting. Someone from our office will contact you as soon as possible to verify the inspection request. Inspections are scheduled as received. Our office does not make appointment times for inspections as we cannot predict how much time to allot to all/other inspections. Once you are assigned an inspector, you may contact that inspector with questions, but inspections can only be scheduled through the inspection line, not cell phones.

*\* Special Events and Fireworks inspections are considered exceptions and will be provided a time for the inspections prior to the event deadline.*

Inspection notes:

The red-stamped, approved plans must be on site at the time of the inspection. It is the responsibility of the builder to pick- up/download plans from the building department. This includes site/development, building, sprinkler, alarm, hood system, etc. (NO PLANS, NO INSPECTIONS).

Any deviation from the APPROVED plans must be submitted as a plan revision. Minor, non-structural changes may be field- approved by the fire inspector and other county agencies.

Do not install any ceiling (hard or tile) unless approved by the fire inspector. This includes border tiles and soffits. Covering items not inspected/approved will result in a "STOP WORK ORDER" being issued and items uncovered to be inspected.

Approved fire apparatus access roads must be in place prior to the building going up. Failure to maintain fire access roads will result in a "STOP WORK ORDER" until the condition is fixed.

A KNOX box is required for all business/buildings. These can be ordered through the Knox website at [www.knoxbox.com](http://www.knoxbox.com). A strip mall or multi-office building may use one box for the entire building provided it will hold the number of keys necessary. In addition, any fence, gates, lift arms or barriers along fire access routes must be permitted, and equipped with a KNOX switch or KNOX padlock. Our agency code on the website is Henry Co Fire Dept.

NO ONE CAN OCCUPY A BUILDING/BUSINESS UNTIL THE 100% INSPECTION HAS BEEN COMPLETED AND PASSED. Temporary Occupancy may be considered for hiring/training, but must be approved by all applicable county agencies. All life safety items must be in place before any temporary use will be considered. Please note "conducting business" requires a business license, which will not be issued until the final CO is presented.

NO WORK CAN BE DONE WITHOUT PERMITS. All permits must be approved and paid before work is allowed to start. Any work done without permits will result in a "STOP WORK ORDER", and may result in citations.