

**ROCKDALE COUNTY FIRE RESCUE**

Marian McDaniel, Fire Chief

MarianMcDaniel@RockdaleCountyGa.Gov

770-278-8401



**FIRE MARSHAL'S OFFICE**

FireMarshal@RockdaleCountyGa.Gov

Office: 770-278-8401

**Fire Safety Inspection Request Form**

- Use this form to request a fire safety inspection from Rockdale County Fire Marshal's Office (RCFMO) **See page 2 for more information.**
- All information requested below is **required.**
- Please write legibly or type the information.
- If you have any questions, please contact our office at (770) 278-8401.
- Email completed forms to FireMarshal@RockdaleCountyGa.Gov
- Please allow up to **(8) business hours** for a response to schedule the inspection. (Except on holidays and weekends)
- Fire code regulation, 2018 IFC Section 105.3.3 – a building or structure ***shall not be occupied*** (open to public), prior to a fire inspection and approval.

**1. Contact Information**

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Onsite Contact Number

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address of Requested Inspection Site (Including Suite, City, and State)

**2. Inspection Types, A and B: (Approved Plans Required On-Site)**

- A. **New Construction:**  80%  100%  Certification of Occupancy
- B. **Fire Protection Systems:**  Commercial Vent Hood  Fire Alarm System Test  Fire Sprinkler System Test  Commercial Kitchen Fire Suppression Test
- C. **Business License:**  Business License Renewal or  New Business License (Existing space, no structural modifications)
- D. **Blasting:**  Blasting Permit (Blasting Permit Application Required Prior to Inspection Request)
- E. **Consultation :** Select this if your request does not fit in a category listed or you have more questions

**3. Site Inspections: (Approved Site Plan Required)**

- A. **Site**  Emergency Vehicle Access Road(s), New Underground Fire Line/Hydrants, Site Address, Fire Lane marking, etc.

1496 Rockbridge Rd. NW • Conyers, Georgia 30012

[www.rockdalecountyga.gov](http://www.rockdalecountyga.gov)

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**Rockdale County Fire Marshal's Office  
Fire Code Compliance Inspections / Move in as-is / Change in Name or Ownership Inspections**

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The following is a list of fire safety compliance items that will be inspected by the Fire Marshal's Office for you to obtain your business license. Please address these items before the fire safety inspection to avoid having to schedule follow-up inspections which would extend the time needed to obtain your license. This process will improve customer service while expediting the process of obtaining your business license.

- Address/building numbers are 4" high and visible from the street (inspector may call for an increased size)
- Existing exit lighting is properly illuminated, and battery backup operates properly.
- Building shall have power turned on *before* inspection
- Fire extinguishers, minimum 2A 10: BC with current certification tag, and are properly mounted no higher than 48 inches.
- Key locks, padlocks, & deadbolts removed from exit doors. Only thumb-tum or push-to-open locks in compliance with the Life Safety Code are allowed.
- Exit aisles are unobstructed and exits operate freely.
- Floor arrangement and equipment layout within office spaces and warehouse spaces shall meet proper widths, common paths, travel distances, and hazard commodities for the specific occupancy/building design.
- Existing fire-rated walls and penetrations shall be properly sealed and/or fire-stopped.
- Electric panel has 36" X 30" clearance from combustibles or obstructions.
- No exposed wires, or extension cord wiring; electrical receptacles and light fixtures are properly mounted in walls and ceilings with covers.
- No storage in the electrical room or near gas-fueled appliances.
- Storage maintained a minimum of 2' below ceiling in non-sprinkled buildings and 18" in sprinkled buildings.
- Current annual Sprinkler inspection has been conducted and properly tagged (if applicable).
- Current annual Fire Alarm inspection (if applicable).
- Current 6-month kitchen fire suppression system inspection report, with tag properly documented (if applicable).
- Class K extinguisher required for deep frying operations.

When all applicable items have met compliance, the applicant shall contact the Rockdale County Fire Marshal's Office to schedule an inspection please visit [www.RockdaleCountyGa.Gov](http://www.RockdaleCountyGa.Gov) → Select Government Dropdown → Select FIRE RESCUE → Scroll Down To "Documents" On the Lower Right Side, Select Fire Inspection Request Form. The Fire Inspector will complete a "Fire Life Safety Hazard Inspection Form" and gather all information pertinent to the New Tenant. The tenant will return the signed fire inspection form to the Planning & Development office to complete the licensing process.

**The inspection items listed are not all-inclusive of every scenario that can be addressed. Inspectors will work with customers to address any issues specific to their situation.**