

ROCKDALE COUNTY FIRE RESCUE

1496 Rockbridge Road
Conyers, GA 30012



FIRE MARSHAL'S OFFICE

FireMarshal@RockdaleCountyGa.Gov
Office: 770-278-8401

Rockdale County Fire Marshal's Office

Fire Code Compliance Inspections / Move in as-is / Change in Name or Ownership Inspections

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-turn 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.

After ensuring that all applicable items are compliant, the applicant is required to contact the Rockdale County Fire Marshal's Office to set up an inspection by following these procedures:

1. Visit www.RockdaleCountyGa.Gov
2. Select **Government** Dropdown.
3. Select **Fire Rescue**.
4. Scroll Down To **Documents** On the Lower Right Side.
5. Select **Fire Inspection Request Form**.

The Fire Inspector will complete a "Fire Life Safety Hazard Inspection Form" and send a copy via email. If fire code violations are found, the responsible party shall correct the noted violations and reschedule a follow up inspection for compliance.

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.

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Fire Safety Inspection Request Form

- Use this form to request a fire safety inspection from Rockdale County Fire Marshal's Office (RCFMO).
Only submit once you are prepared for an inspection. Review the previous page to assist with preparing for your inspection.
- This form must be submitted a minimum of 14 days before the requested inspection date to allow for verification of paid invoice or arrangements to settle payment prior to confirmed inspection date. Earlier inspection dates may be available, subject to staffing availability and the payment status.
- Please see our updated fee schedule to estimate your inspection fees at www.rockdalecountyga.gov/fire-marshals-office.
- 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 directly to FireMarshal@RockdaleCountyGa.Gov to prevent potential delays.
- Please allow up to **(8) business hours** for a response to schedule the inspection. (Except on holidays and weekends)
- 2024 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

On Site Contact Number (Direct)

Business Name

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

2. Requested Inspection Date (List 3 possible dates; earlier dates may be available based on staffing and invoice payment status.)

1st choice _____ 2nd choice _____ 3rd choice _____

3. Inspection Types A and B: (Fire Department Approved Plans Required On-Site)

- A. **New Construction**¹: ☐ 80% ☐ Certification of Occupancy ☐ Certificate of Completion
- B. **Fire Protection Systems**¹: ☐ Commercial Vent Hood ☐ Fire Alarm System Test ☐ Fire Sprinkler System Test ☐ Commercial Kitchen Fire Suppression Acceptance Test
- C. **Business License**: ☐ Business License Renewal or ☐ New Business License¹ (Existing space, no structural modifications, new tenant, change of ownership)
- D. **Blasting**¹: ☐ 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
- F. **Annual**: ☐

4. Site Inspections: (Fire Department Approved Site Plan Required On Site)

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

¹ Please see fee schedule for applicable fees. Fees shall be paid prior to or on the scheduled inspection date.