

Henry County Fire Department
110 South Zack Hinton Parkway
McDonough, Ga. 30253

Fire Prevention Policy: Occupational Tax (Business License Inspections)

PURPOSE: The purpose of this Policy is to document procedures 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), must be inspected and approved by the Fire Marshal's Office.

All new business license applicants 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.

- Applicant's 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 that the occupancy be brought up to current fire and life safety codes.
- Inspection request must be called in for the business or project to be inspected. Inspection request may be called before or until 9:00 a.m. on the day of the requested inspection. Requests made after 9:00 a.m. will be rolled over to the next business day. Appointment times are not given; however, the Fire Marshal's office will try to complete all requested inspections on the day they are requested. If circumstances and time do not allow, the business will be contacted and the inspection rolled over to the next business day.
- Requests for inspections must be called into **(770) 288-6637**. No inspection request will be taken over NEXTEL radio.
- The Fire Marshal's office must have a copy of the business license application on hand prior to conducting an inspection. There will be a \$100.00 fee due at the first inspection.
- Someone from the business or project must be on site for the inspection. If no one is available, the inspector will document that on one was on site, and no inspection will be conducted.
- Inspection deficiencies 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 deficiencies, the business license application will be approved and a Certificate of Occupancy will be issued by the Fire Marshal's office. You will be notified by the appropriate department when your Certificate of Occupancy is ready for pick-up. This may take 2 to 3 business days.
- Temporary occupancy may be given in writing by the Fire Marshal's office on permitted projects, in agreement with the Henry County Building Department, provided all Life Safety items are complete. Time allowed and conditions for temporary occupancy will be determined by the Fire Marshal's office and the Building Department and issued in writing. A follow-up inspection must be requested by the project/business prior to the expiration of the temporary occupancy, or the occupancy may be required to be vacated and closed until such conditions are corrected.
- 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 facility. You will be notified by the appropriate department when your Certificate of Occupancy is ready for pick-up. This may take 2 to 3 business days.
- **Henry County Building Department Business License Inspections to also be scheduled please call: Brian Gardiner – Senior Building Inspector at 770-288-6102**