

HENRY COUNTY FIRE DEPARTMENT
664 INDUSTRIAL BLVD.
MCDONOUGH, GA 30253
PHONE 770-288-6637 FAX 678-583-3538

Fire Prevention Policy: Occupational Tax (Business License Inspection)

PURPOSE: The purpose of this policy is to document procedures for Occupation Tax (Business License Inspection).

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 issued a new or revised Certificate of Occupancy. The following procedures apply to New Business License Inspections.

1. 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 must be permitted and inspected as a new construction project. Changes of occupancy type will require that the occupancy be brought up to current Fire and Life Safety codes.
2. Inspection requests must be called in by the business or project to be inspected. Inspection requests 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. The Fire Marshal's office will try to complete all requested inspections on the day they are requested. However, if circumstances and time do not allow, the business contact will be notified, and the inspection rolled over to the next business day.
3. Requests for inspections must be called in to **770-288-6637**. No inspection requests will be taken over Nextel radio.
4. The Fire Marshal's office must have a copy of the business license application on hand prior to conducting an inspection.
5. The business license inspection fee is \$100 and is due at first inspection.
6. Every effort will be made within a 4 hour time frame for a.m. or p.m. inspections, except for special circumstances.
7. Someone from the business or project must be on site for the inspection. If no one is available, the inspector will document that no one was on site and no inspection will be conducted.
8. 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 inspection. This form will be signed by both parties.
9. Once a building or business has received a clear inspection with no deficiencies, the business license application will be approved by the Fire Marshal's office and forwarded to the respective tax licensing agency. Temporary occupancy may be given in writing by the Fire Marshal's office, 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 close until such conditions are corrected.
10. Existing businesses which are changing ownership, business name, or address will be issued or reissued a Fire Department Certificate of Occupancy. This process will take approximately 1-2 business days.

This document was created by the City of Stockbridge. All information was taken from the Henry County Fire Department's Prevention Policy. If you have any questions, please contact the Henry County Fire Department at 770-954-2280.

HENRY COUNTY BUILDING DEPARTMENT
BUSINESS LICENSE INSPECTIONS

To schedule inspections, call Brian Gardiner - Senior Building Inspector at 770-288-6102.