



CITY OF WINDER FIRE DEPARTMENT

90 North Broad Street Winder, Ga. 30680

Check List

Final Fire Inspection for Certificate of Occupancy/Business License/Annual Fire Inspection

The City of Winder Fire Marshal's Office is required to perform a final fire inspection before a certificate of occupancy or business license is issued. The Fire Marshal's office also performs annual inspections of existing businesses throughout the city. The following is a **general** list of items that will be inspected, in order to ensure that all Life Safety and Fire Codes adopted by the City of Winder are met.

This inspection may not be limited to the items listed below, depending upon the occupancy type. These items must be maintained or in place in order to pass the inspection.

1. All doors, door swings, door closers, door hardware and force to open doors shall be maintained in proper working order.
2. All means of egress (exits) shall be clear and unobstructed. In a multi-story building with stairs, all stairs shall be maintained and unobstructed. No storage is allowed in stairwells or under staircases.
3. All emergency lights and exit lighting shall be maintained in proper working order. These lights shall operate on normal electrical power and on battery back-up power. Exception: buildings provided with an emergency back-up generator.
4. If a building is required to have a sprinkler system, a copy of the certification test and any annual certification letters shall be provided to the Fire inspector upon request. The system must have a current GREEN TAG. **(Annual certification required)**
5. If the building is required to have a fire alarm system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request. **(Annual certification required)**
6. If the building is required to have a vent hood suppression system, a state licensed company shall service the system and supply a certification letter upon request. These buildings will also be required to have a **Class K** extinguisher in the kitchen **(Bi-annual certification is required)**. The hood, ductwork, fan, and filters shall be cleaned. If a cleaning service is used, a certificate showing the date of cleaning shall be maintained on the premises.
7. Smoke and duct detectors shall be maintained in proper working condition. Any certification letters shall be made available to the Fire Inspector upon request.
8. All fire extinguishers shall be maintained by a state licensed company. Each extinguisher must have a current YELLOW TAG from the servicing company. **Inspection of fire extinguishers every 12 months is required.**
9. Any storage near electrical panels and/or mechanical equipment shall not be within 30 inches of the equipment. Each breaker in the panel box shall be labeled.

10. Extension cords are allowed on a temporary basis only. **Temporary is defined as not more than 30 days.** Extension cords shall not be used as permanent wiring.
11. All interior finishes required by the Life Safety Code shall be maintained.
12. All storage and housekeeping practices shall be in neat order and cleanly maintained.
13. If required, occupant load signs shall be maintained and clearly visible in the area for which they apply.
14. All accessibility features shall be maintained properly and in accordance with the Georgia Accessibility Code.
15. Fire Hydrants and Fire Department Connections (**FDC**) must be free and clear of obstructions and in proper working order.
16. Address and/or street numbers shall be posted and visible, also to include suite numbers or letters. Letters should be 4" to 6" in height.
17. Correct facility information must be provided: name, address, phone numbers, owner's name, address, and phone number.

***All fire inspections shall be scheduled by phone with the City of Winder Fire Marshal's Office at 678-425-6876.**