



CARROLL COUNTY FIRE RESCUE

FIRE MARSHAL'S OFFICE

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Fire Marshal's Office Fire Inspection Checklist

The Carroll County Fire Marshal's Office is responsible for conducting fire and life safety inspections for all commercial and public-access buildings within Carroll County. The following checklist provides a general overview of items that will be evaluated to ensure compliance with all Fire and Life Safety Codes adopted by Carroll County.

This list is not all-inclusive. Additional items may be inspected depending on the type of occupancy. All listed items must be properly maintained at all times and are subject to annual verification.

1. **Doors and Exits**

All doors, including swings, closers, and hardware, shall be maintained in proper working condition. Exit doors must remain unlocked and accessible during business hours.

2. **Exit Paths and Stairways**

Exit corridors and hallways must remain clear and unobstructed. In multi-story buildings, all stairways shall be maintained, unobstructed, and free of storage. Storage beneath stairs or stairwells is prohibited.

3. **Emergency and Exit Lighting**

All emergency and exit lighting shall be maintained in proper working order and capable of operating under both normal and emergency (battery backup) power.

Exception: Buildings equipped with an emergency generator.

4. **Automatic Sprinkler Systems**

For buildings equipped with automatic sprinkler systems, a copy of the annual inspection and test certification shall be made available to the Fire Inspector upon request.

5. **Fire Alarm Systems**

For buildings with fire alarm systems, a copy of the annual inspection and test certification shall be provided upon request. Fire alarm systems should be tested monthly.

6. **Kitchen Hood Suppression Systems**

Hood suppression systems must be serviced every six (6) months by a State of Georgia-licensed company and tagged as compliant. Hoods, ductwork, fans, and filters must be kept clean. If a cleaning service is used, a cleaning certificate showing the date of service shall be maintained on-site.

7. **Smoke and Duct Detectors**

All smoke and duct detectors shall be maintained in proper working condition. Batteries should be replaced biannually. Smoke alarms are required in all commercial occupancies.

8. **Portable Fire Extinguishers**

- A minimum of one (1) 10-lb (2A:10BC) extinguisher per 75ft of travel path.
- Class K extinguishers are required for commercial kitchens.

- Extinguishers must be serviced annually by a State of Georgia–licensed company and display a current inspection tag signed and dated by the technician.
 - Extinguishers must be visible, accessible, and employees trained in their use.
- Note:** Carroll County Fire Inspectors do not perform fire extinguisher maintenance.

9. Electrical Systems

Electrical service must be powered on during inspection. Breaker panels shall be labeled, unobstructed, and have all void spaces properly covered. A minimum three-foot clearance must be maintained around electrical panels and mechanical equipment. Faceplates must be installed on all outlets and switches.

10. Gas Appliances

Each natural gas appliance must have an individual shutoff valve. Gas-fired water heaters must be equipped with both a relief valve and gas shutoff valve.

11. Hazardous and Combustible Materials

Storage of hazardous materials, as defined by the Fire Code, requires approval from the Fire Marshal's Office and must comply with all applicable code requirements. Combustible materials (paper, rags, boxes, etc.) must be stored at least four (4) feet from any gas appliance. Oily rags must be kept in approved metal containers.

12. Extension Cords and Power Strips

Extension cords may not be used as a substitute for permanent wiring. Multi plugs are not allowed, only UL-listed surge protectors are permitted, and they must be properly mounted.

13. Interior Finishes

All interior finishes required by the Life Safety Code (e.g., drywall) shall be maintained in good condition and free of holes or damage. Attic and scuttle openings shall remain closed when not in use.

14. Storage and Housekeeping

Storage areas must be orderly and clean. Stored materials shall be kept a minimum of two (2) feet below the ceiling.

15. Occupant Load Signage

Where required, occupant load signs must be maintained in good condition and clearly posted in the area to which they apply.

16. Ceiling Access for Inspections

In tenant spaces, ceiling tiles may be removed as needed to allow inspection of demising walls if not completed during prior build out inspections. Inspectors may request a ladder for access.

17. Key Boxes (Knox Box)

All commercial buildings are required to have an approved key box (where applicable). Contact the Fire Marshal's Office for ordering information.

18. Accessibility (ADA Compliance)

All Americans with Disabilities Act (ADA) features shall be properly maintained in accordance with the Georgia Accessibility Code, including accessible parking, building entry, restrooms, showers, water fountains, and telephones.

19. Fire Hydrants and Fire Department Connections (FDCs)

Hydrants and FDCs must remain unobstructed and in working order. Driveways and access roads must remain free of weeds, debris, or other obstructions.

20. Address Identification

Street addresses must be clearly visible from the roadway. Suite numbers or letters must be included where applicable.

21. Facility Information

The following information must be current and available: facility name, address, phone number, and owner's name, address, and phone number. For multi-tenant buildings, the complex name must also be provided.

Inspection Scheduling

To schedule an inspection, visit the Carroll County Fire Rescue website at www.carrollcountyfirerescue.com.

From the homepage, select **“Request an Inspection”** on the right-hand side.

Please provide a minimum of 3–5 business days' notice prior to the requested inspection date.