



Paul Lewallen
City Marshal

City Of Cornelia



Michael Hall
Fire Inspector

Certificate of Occupancy/Annual Inspection Checklist

The City of Cornelia Marshal's Office is required to perform inspections for a certificate of occupancy to be issued and conduct annual inspections on commercial properties. The following is a general list of items that will be inspected to ensure compliance with all Life Safety, Fire Codes, and Building Codes adopted by the City of Cornelia.

1. All doors, door swings, door closers, door hardware, and force-to-open doors shall be maintained in proper working order. All exit doors must be kept unlocked during business hours. All new businesses must have approved panic hardware.
2. All exit paths and hallways shall be clear and unobstructed. In multi-story buildings with stairs, all stairs shall be maintained and unobstructed. No storage is allowed under stairs or stairwells.
3. All emergency and exit lighting shall be maintained in proper working conditions. These lights shall operate on normal electrical power and battery backup power. Exception: building provided with an emergency backup generator.
4. If a building has a sprinkler system, a copy of the annual sprinkler test certification letter shall be provided to the Fire Inspector upon request.
5. If the building has a fire alarm, a copy of the annual fire alarm test certification letter shall be provided to the Fire Inspector upon request.
6. If the building has a hood suppression system, a state-licensed hood system company shall service the system every six (6) months and be tagged as compliant. The hood, ductwork, fan, and filters shall be clean, and a certificate showing the date of cleaning shall be maintained on-site.
7. Smoke and duct detectors should be maintained in proper working conditions. It is recommended that the batteries be replaced biannually.
8. One (1) 10-pound fire extinguisher (2A 10BC) per 3,000 sq. ft. of space, and a travel distance of no more than 75 feet or less, depending on the class of extinguisher. All fire extinguishers shall be maintained and serviced annually by a State of Georgia-licensed fire extinguisher company and shall have a current inspection tag, signed and dated. All extinguishers must be visible, mounted, and readily accessible for use, and all employees are instructed in their use.
City of Cornelia Fire Inspectors do not perform maintenance procedures on Fire Extinguishers.
9. Power and water must be on for inspection. The breaker box must be labeled, and any void spaces must be covered. The electrical panel must be free of obstruction. There should be **NO** storage kept within three (3) feet of any electrical panel or mechanical equipment.
10. Face plates must be on all electrical outlets and switches.
11. Exposed wiring must be secured in walls, ceilings, floors, conduits, raceways, or junction boxes. Junction boxes must be covered with the appropriate faceplates.



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12. All plumbing fixtures must be in good working order (i.e., toilets flush, no leaks in plumbing).
13. Ventilation fans in restrooms must be in working order, or natural ventilation (openable windows) must be provided.
14. Gas appliances must have individual shutoff valves. Gas water heaters must have a relief valve and a gas shutoff valve.
15. Storage of any Hazardous materials as defined by the Fire Code shall be permitted by the City of Cornelia Marshal's Office and appropriately stored. Combustible materials such as paper, rags, boxes, etc. shall be stored at least three (3) feet from gas appliances (water heaters, stoves, furnaces, etc.). Oily rags shall be stored in metal containers only.
16. Extension cords are allowed temporarily only. Temporary is defined as no more than ninety (90) days. Extension cords should not be used as a substitute for permanent electrical wiring.
17. All appliances must be plugged directly into a wall-mounted outlet. Surge protectors/multi-plug adapters are not authorized for such use.
18. All interior finishes required by the Life Safety Code shall be maintained (i.e., sheetrock wall finish without holes).
19. Attic access and scuttle openings shall be kept closed. All ceiling tiles must be in place and free from damage.
20. All outside trash containers shall be located at least five (5) feet from your building and made of non-combustible material.
21. All storage and housekeeping practices should be neat and cleanly maintained.
22. Storage shall be kept at least two (2) feet below the ceiling.
23. International Fire Code section 506 Key Boxes: All commercial buildings must have a key lock box.
24. Fire hydrants and fire department connections must be free and clear of obstructions and in proper working order.
25. Driveways or alleys around your building must be kept free of weeds, debris, or obstructions.
26. Street number must be posted and visible with numbers at least four (4) inches high in a contrasting color. Also include the suite number or letter where they may apply.
27. The Certificate of Occupancy (CO) application must be filled out completely.

This list is not intended to include all possible aspects of the inspection. The City of Cornelia Marshal's Office maintains the authority to enforce any and all relevant codes, as well as any Life Safety factors or issues discovered during on-site inspections.