



Fire Marshal
1975 Lakeside Parkway
Suite 350
Tucker, GA 30084
Phone: 678-597-9040
Email: eprice@tuckerga.gov
Website: tuckerga.gov

Certificate of Occupancy - New Business

APPLICATION REQUIREMENTS

Completed Application. Please review and complete the application package in full.

Floor Plan

- Office and retail spaces under 5,000 square feet shall provide a sketch of the tenant space.
- Businesses over 5,000 square feet, buildings greater than one story, and all assembly, education, institutional and residential occupancies are required to submit plans by a licensed architect/engineer.
- Please see Page 2 and 3 of this application for more information.

On-Site Life Safety Inspection. The Fire Marshal will reach out to schedule an on-site life safety inspection once the application is processed and the floor plan is reviewed.

PROPERTY AND BUSINESS INFORMATION

Application Type:

- New Business Change of Address Change of Ownership Change of Business Name

Business Address:

Parcel ID, if known:

Business Name:

Contact Name:

Phone:

Email:

Proposed Use:

Scope of Work: Move In As In Alteration

Occupancy Classification:

- Assembly Business Educational Factory and Industrial High Hazard
 Institutional Mercantile Residential Storage Utility and Miscellaneous

Square Footage of Space Being Occupied by Business: Under 5,000 square feet Over 5,000 Square Feet

Is there a Fire Sprinkler? Yes No

Is there a Fire Alarm? Yes No

APPLICANT'S CERTIFICATION FOR CO FOR NEW BUSINESS

I hereby certify that all of the information contained herein to be true and correct. Further, I understand that any Certificate of Occupancy for a New Business issued based upon false information or misrepresentation provided by the applicant will be null and void and subject to penalty as provided by law and ordinances.

Printed Name:

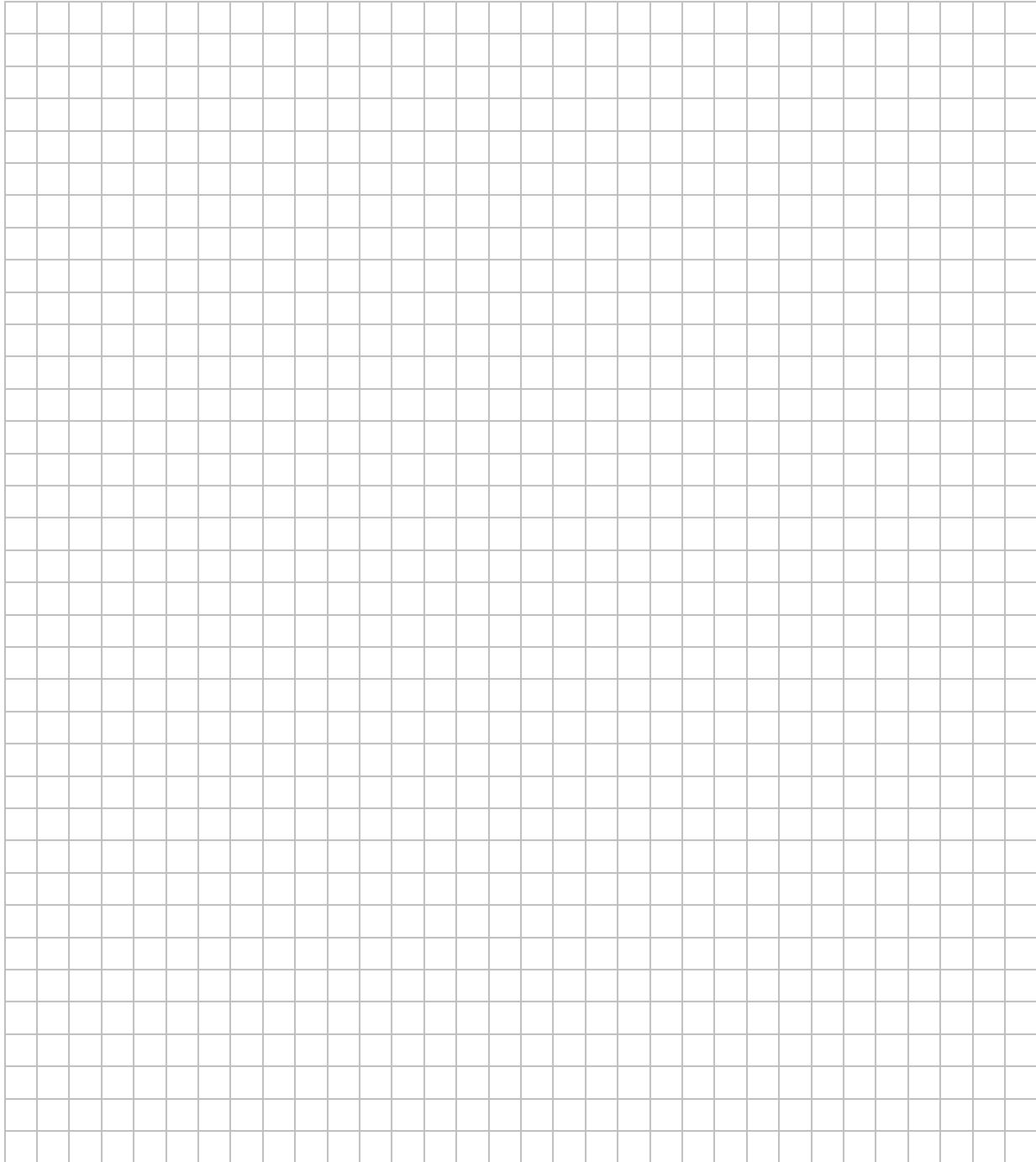
Signature:

Date:

FLOOR PLAN – UNDER 5,000 SQUARE FEET

Office and retail spaces under 5,000 square feet shall provide a sketch of the tenant space. The drawing can be done by the applicant and shall include the following:

- Total square footage and dimensions of space being occupied by the business.
- Label the use of each room/area; Dimensions of each room/area.
- Location of all emergency lighting, exit signs, fire extinguishers.
- All walls, entrances/exits, doors, stairs, and bathrooms.



FLOOR PLAN – OVER 5,000 SQUARE FEET

Businesses over 5,000 square feet, buildings greater than one story, and all assembly, education, institutional and residential occupancies are required to submit plans by a licensed architect/engineer. The plans shall include the following:

- Name of commercial tenant
- Project address (building and suite number)
- Scope of work narrative
- Seal and date stamp of registered architect/engineer
- Occupancy classification
- Occupancy fire rated separation
- Type of construction
- Occupancy load
- Sprinkler system information
- Fixture requirements
- Applicable codes
- Key plan
- Site plan
- Life safety plan