

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 fee: \$150

## 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

Total Square Footage of Space Being Occupied by Business:

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:

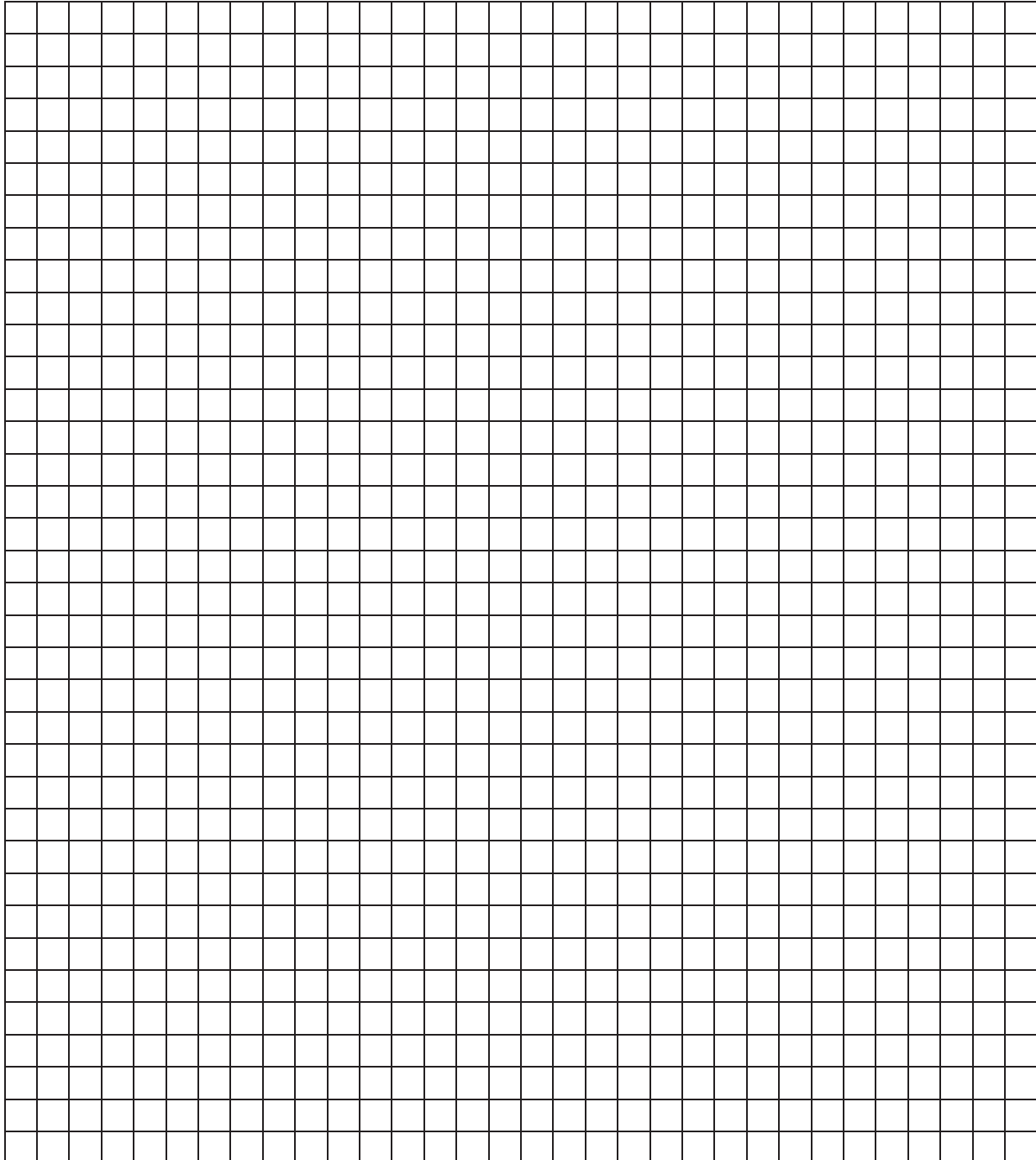
Signature:

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