



Inspection Items

Below is a list of items that will be inspected upon the request of a Fire and Life Safety Inspection. This list is used for both new tenants and annual inspections. Not all items pertain to every occupancy. This is a general list to assist/guide you in preparation for a fire inspection. There may be additional items not listed that may pertain to your specific occupancy classification.

EXIT/EGRESS

- Door/aisles free of obstructions
- Illuminated exits signs maintained and in working order.
- Proper lock/hardware on exit doors (no flush bolts, hasps, etc.)
- Means of egress shall be kept clear of obstructions.
- Emergency lights maintained and in working order.
- Exit doors open easily and close after opening.
- Doors with panic hardware shall have no other locking devices.
- Sign over main entrance "This door is to remain unlocked during business hours." (If the door is a double keyed deadbolt.)
- Maximum occupancy signage shall be posted in a conspicuous location near the main entrance (where applicable).

FIRE PROTECTION EQUIPMENT

- A minimum of one 2A10BC extinguisher installed.
- Fire extinguishers serviced with the past year and have a new service tag attached.
- Extinguishers are securely mounted or in an approved cabinet.
- Extinguishers are not obstructed and are in plain view.
- Extinguisher top shall be placed between 36" and 50" from the floor.
- Fire alarm system in proper working order AND tested annually with appropriate documentation.
- 18" clearance between storage and sprinkler heads.
- Sprinkler system shall be maintained AND be tested annually with appropriate documentation.
- Kitchen fire protection systems shall be maintained AND tested semi-annually with appropriate documentation.
- Maintain access to fire hydrants and connections for sprinkler and standpipe systems.
- Fire and smoke walls shall be maintained with no openings, other than those allowed by code.
- If no other fire protection system is in place, a minimum of 1 smoke detector installed in an approved location.

WEST JACKSON FIRE DEPARTMENT

FIRE PREVENTION BUREAU

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ELECTRICAL

- NO extension cords in use in place of permanent wiring. (Power strips with breaker buttons are acceptable).
- Electrical panel is not overloaded or obstructed.
- 36" clearance maintained in front of electrical panel.
- NO multi-plug adapters in use, other than approved power strips.
- NO spliced or frayed cords or wires.
- Spacer/blanks installed in electrical panel gap(s).
- Circuit breaks correctly labeled.
- No broken, faulty, or missing switches, or outlets.
- No missing covers for switches, outlets, junction boxes, electrical panels, etc.
- Electrical cords do not extend through walls, ceilings, floors, or above/under doors or floor coverings.
- No exposed wiring or conduit.

APPLIANCES/MECHANICAL DEVICES

- All appliances are properly wired, connected, and vented. (Where allowed by code)

STORAGE/COMBUSTABLE MATERIAL/HOUSEKEEPING

- Flammable liquids are properly stored.
- No accumulation of combustible materials.
- Oil rags stored in non-combustible container with lid.
- Compressed gas cylinders secured regardless if full, in-use, or empty.
- 'No Smoking' signs installed where combustible material is stored (where required).
- Maintain storage 24" below ceiling without a sprinkler system.
- Maintain 36" clearance around items such as furnaces and hot water tanks and any other ignition sources.
- NO storage shall be kept in exit stairways.

MISCELLANEOUS

- Fire Access Lanes shall be approved by the Fire District.
- Fire Access Lane shall be properly identified and maintained.
- Charcoal grills, propane grills and/or other open-flame cooking devices shall not be located on combustible balconies or within 10' of combustible construction (where allowed).
- Address number shall be posted in contrasting colors on front and rear doors and shall be a minimum of 4" in height.
- Knox boxes shall be properly installed and in approved locations, by the Fire District.

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Contact West Jackson Fire Department Fire Marshal Lt. Martin with any specific questions. If you are ready for your inspection, call, email or use the online Inspection Request form. Same day inspections are not guaranteed and will be set up by appointments. Inspection fees vary by occupancy classification and square footage.

Lt. Martin, Fire Marshal
69 W Jackson Rd., Braselton, GA 30517
706-654-2500 ext. 1
smartin@wjfd.org
[Online Inspection Request Form](#)