



The City of  
**East Point**  
Georgia

## Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7212 (Phone)

404.765.2784 (Fax)

[www.eastpointcity.org](http://www.eastpointcity.org)

### CERTIFICATE OF OCCUPANCY Commercial Requirements

In order to occupy a commercial or property or rent space in the City of East Point, it is required that tenants and owners of a commercial building obtain a Certificate of Occupancy based on the allowable zoning uses of the property and compliance with the life, safety requirements of the specific occupancy, either for change of ownership, new construction or use of building. Multi-family residential is inspected as a commercial property and requires a Commercial Certificate of Occupancy.

#### A Certificate of Occupancy is needed:

- Before obtaining a business license

#### Procedures for Obtaining a Certificate of Occupancy:

- Complete a Certificate of Occupancy application in the permit office located in the City Hall Annex, address above. Please refer to our fee schedule for all fees.
- The application must be notarized. A Commercial Waste Discharge permit must be presented at the time the Certificate of Occupancy application is filed, if applicable (car washes, kitchens, restaurants, etc.). The application must be completed in full.
- The zoning administrator verifies the land use and parking requirements. Additional zoning requirements may be applicable.
- Upon verification of the land use and parking requirements by the zoning administrator, the permit manager reviews any open permits.
- The applicant must call the permit office at (404) 270-7212 to find out the status of their application the third business day after filing the application.
- The building inspector and fire marshal inspects the building for any code violations.
- The space **must** have the electric utility turned on and **must** be set up as though you're ready for business.
- A re-inspection fee is required after the deficiencies are corrected and the applicant is placed back on the schedule for an inspection. Please refer to our fee schedule for all fees.
- A permit is **required** for a Sign/Banner before placing it on the property.

## Commonly addressed issues for Certificate of Occupancy inspections

Typical issues regarding life safety are noted below. These notes are not all-inclusive for all occupancies but are to be used as a guide for issues commonly addressed on Certificate of Occupancy inspections. Occupancy of the site is not allowed until the inspection has passed, a Certificate of Occupancy issued and a copy of the Business License is of file.

- Outstanding construction permits must be final before a Certificate of Occupancy inspection.
- No Certificate of Occupancy is issued for non-occupied properties.
- No trash, debris, or outdoor storage on site.
- Four-inch numerals installed for street addresses and visible from the street.
- No abandoned vehicles.
- Fire extinguishers certified and hung on walls (5) five feet from the floor at 50-foot intervals.
- Current inspection reports and design criteria on any fire alarm or sprinkler system posted.
- Required emergency lighting and signage properly operating.
- Exit doors and required hardware (manual operation, type, etc.) properly operating.
- No open electrical boxes, missing plates, unsafe wires. Label electrical panels.
- Required parking spaces with striping and handicapped spaces as required.
- Safe structural members.
- Safe heating and plumbing.
- No storage in hallways, stairwells, electrical rooms, and mechanical rooms.
- All flammable materials safely stored.
- No unapproved fencing, i.e., barbwire, unapproved height, type, etc.
- No roof leaks
- Proper installation of required ground fault protection at wet locations (sinks, etc.)
- No parking on grass, dirt, or gravel, pavement only.
- All ceiling tiles in place and in good repair.
- Approved fire suppression systems located at stoves as required.
- Fire rated tenant separation as required.
- Extension cords are not allowed for permanent use.
- Gas appliance venting and PRV drains per code.
- Travel distances for exiting per code.
- Handrails and guardrails per code.
- Smoke detectors per code.
- Existing interior and exterior commercial sites an inspection is required for grease traps, oil separators and sand traps by the Commercial Pre-treatment inspector.



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Application for Certificate of Occupancy COMMERCIAL

FEES ARE NON-REFUNDABLE

(Original Forms Required)

This section to be completed by the Permit Office

APPLICATION # \_\_\_\_\_ DATE \_\_\_\_\_

WARD # \_\_\_\_\_ CASE # \_\_\_\_\_ (If applicable)

This application is submitted to obtain inspection and approval for a Certificate of Occupancy issued by the Permit Office. This application is void from further consideration after 60 (sixty) days from application date if final approval and issuance of Certificate of Occupancy has not been accomplished. During the Certificate of Occupancy process, you may also apply for a Sign Permit. A Business License must be obtained within thirty (30) days of the issuance of your Certificate of Occupancy.

Applicant, Please Type or Print Clearly

Address of Business \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Description \_\_\_\_\_

Applicant/Owner \_\_\_\_\_ Telephone / Cell Number \_\_\_\_\_ (Please circle one above)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Zoning (See Zoning in Lobby) \_\_\_\_\_ Days/Hours of Operation \_\_\_\_\_

Number of Employees \_\_\_\_\_ # of parking \_\_\_\_\_ Building height (# of stories) \_\_\_\_\_ Occupied Area (sq. ft.) \_\_\_\_\_

Building Owner \_\_\_\_\_

Office # \_\_\_\_\_ Cell # \_\_\_\_\_

This notarized Certificate of Occupancy Application certifies that to the best of my knowledge, the information provided herein is true and accurate. I understand that failure to provide accurate information will result in the revocation of the certificate of occupancy related to this project.

Applicant Signature \_\_\_\_\_

Notary Signature \_\_\_\_\_

Section to be completed by the City of East Point

Zoning Classification \_\_\_\_\_ Is this use allowed in the district?  Yes  No Is it a non-conforming use?  Yes  No

Zoning Conditions \_\_\_\_\_

Required # of Parking Spaces \_\_\_\_\_ Occupancy Type \_\_\_\_\_ Construction Type \_\_\_\_\_

Planning Division \_\_\_\_\_ Date \_\_\_\_\_

Permits Manager \_\_\_\_\_ Date \_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_

Fire Marshal \_\_\_\_\_ Occupancy Load \_\_\_\_\_ Date \_\_\_\_\_

Date of 1st Inspection \_\_\_\_\_ 2nd Inspection \_\_\_\_\_ 3rd Inspection \_\_\_\_\_



The City of  
**East Point**  
Georgia

## CITY OF EAST POINT FIRE DEPARTMENT

2727 East Point Street  
East Point, Georgia 30344  
404-559-6401 Telephone  
404-765-1172 Facsimile  
[www.eastpointcity.org](http://www.eastpointcity.org)



William Ware  
**FIRE CHIEF**

### Certificate of Occupancy

#### Items to consider before a Certificate of Occupancy Inspection

MAYOR  
JANNQUELL  
PETERS

COUNCIL MEMBERS  
SHARON SHROPSHIRE  
ALEXANDER GOTHARD  
KAREN RENE'  
LANCE RHODES  
NANETTE SAUCIER  
MYRON B. COOK  
DEANA HOLIDAY  
INGRAHAM  
LATONYA MARTIN

CITY MANAGER  
FREDERICK GARDINER

- Address shall be visible from the street
- Exit signs shall be posted and operating properly
- Exit doors shall be unobstructed
- Exit doors shall swing with egress
- Exit door shall not be chained or locked
- Exit doors shall open and close freely
- Emergency light shall work properly
- Proper travel distance to and from an exit
- Fire extinguishers shall be tagged and tested
- Fire extinguishers shall be provided with 3' clearance
- Fire extinguishers shall be spaced 50' to 75' apart
- Fire extinguishers shall be properly mounted
- Sprinkler systems shall be inspected and tagged annually (provide all paperwork)
- Sprinkler riser shall be provided with a 3' clearance
- Fire Alarm systems shall be inspected annually (provide all paperwork) Commercial kitchens shall have a K-class fire extinguisher
- Hood systems shall be serviced by a certified company
- Hood systems grease traps and filters shall be clean
- Hood systems suppression system shall be serviced
- Emergency pull stations shall be tagged and operational
- Extension cords shall not be used as a permanent power source
- Electrical panel shall be provide with a 3' clearance
- Electrical panel shall have no opening
- Shall not have any exposed wires
- Shall not have any open junction
- Proper storage of flammable liquids



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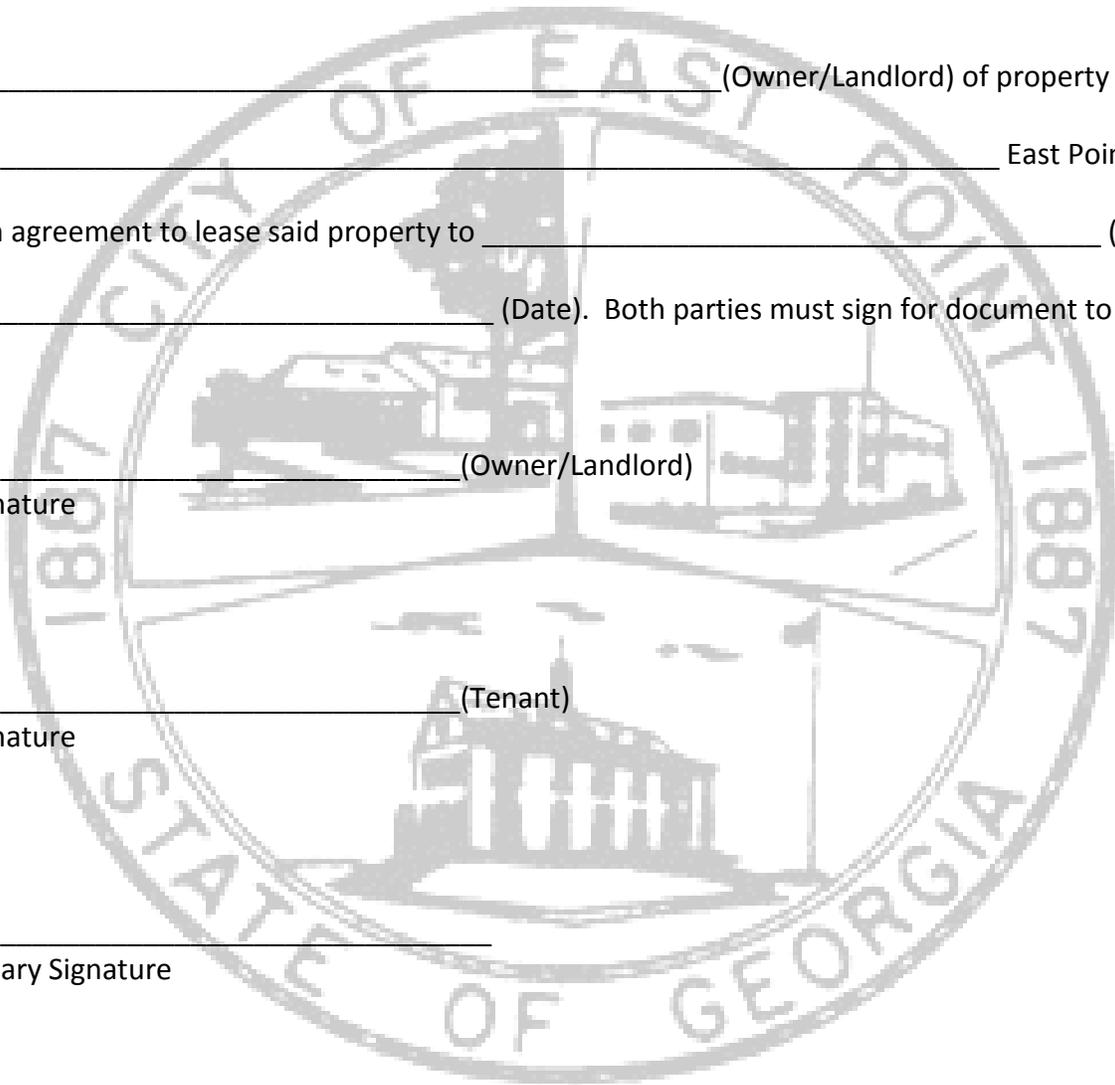
## THE RIGHT TO OCCUPY

I \_\_\_\_\_ (Owner/Landlord) of property located at \_\_\_\_\_ East Point, Georgia is in agreement to lease said property to \_\_\_\_\_ (Tenant) as of \_\_\_\_\_ (Date). Both parties must sign for document to be binding.

\_\_\_\_\_  
Signature (Owner/Landlord)

\_\_\_\_\_  
Signature (Tenant)

\_\_\_\_\_  
Notary Signature





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## OPERATOR SIGN AFFIDAVIT

I swear that I/we am/are the operator(s) of the business, which is the subject matter of this application and is located at \_\_\_\_\_, East Point, GA. I have received and reviewed a copy of the current East Point Sign Ordinance and I understand that under penalty of law that I am required to adhere to all regulations set forth. I further understand that in the event of commencing to erect or erecting a sign without a permit will be prosecuted under the full extent of the law. Affiant further understands that failure to adhere to regulations will result in the revocation of the certificate of occupancy related to this project.

**A Business License must be obtained within thirty (30) days of the issuance of your Certificate of Occupancy.**

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Applicant Signature

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Notary Signature

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Applicant Signature

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Notary Signature

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Applicant Signature

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Notary Signature