Telephone:
706-754-4216

Historic
CLARKESVILLE
GEORGIA

P.O. Box 21
Clarkesville, GA 30523

New Business Check List

- ☐ Business License Application/ Mandatory Affidavit Verifying Status for City Public Benefit Application
- ☐ Certificate of Occupancy Inspection/Courtesy Pre-Fire Plan (Zoning Administration/Building Inspector/Fire Dept.). *Must be complete before Business license is issued.*
- ☐ Read Clarkesville Fire Prevention Ordinance before any building alterations (including adding partitions).
- ☐ Sign Permit Application & Regulations (Zoning Administration/Building Inspector). **Any signs installed before approval will be subject to double permit fees and/or removal.**
- ☐ Water/Sanitation Service/Information Sheet (City Hall)
- ☐ Garbage Service Waiver (if using 3rd Party provider). Submit to City Hall.
- ☐ Open for Business Resource publication – Clarkesville Better Home Town
- ☐ Alcohol License – See City Clerk 706-754-4216
- ☐ State of Georgia Professional License (if needed)
- ☐ Schedule Health Department Inspection (if needed) – Health Dept.

Please check all items pertaining to your business and return checklist to City Clerk before scheduling Certificate of Occupancy Inspection.

I acknowledge that I have read and understand the above items.
Printed Name:_____ Date:_____
Signature:_____

Resources can also be found online @ http://www.clarkesvillega.com/planning-and-zoning.cfm

A Gentle-Friendly Place

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Certificate of Occupancy/Pre-Fire Plan Check List:

It is suggested when scheduling an inspection; the business should be setup as if ready to open to the public. One to two weeks is a good time frame for correcting any items before public opening.

These are a few common items that are looked for, but not limited to, when inspections are being conducted:

- Building structure
- **Fire Safety**
    - **Fire Extinguishers tagged (inspected), mounted and marked with signage. 1 – 10lb per 3,000 square feet.**
    - **Exit signage mounted and tested. Emergency Lighting and/or combo/Exit lights where needed.**
    - **Minimum three (3) foot clearance between aisles.**
    - **Egress (Exit) doors clear and unobstructed and unlocked during business hours.**
- Electrical
    - No open grounds or other electrical wiring problems
    - Panel box labeled and covered properly
    - 36” Clearance around panel box
- Mechanical
    - 36” Clearance around mechanical equipment & accessible
- Plumbing
    - 36” Clearance around hot water heater & accessible
- Storage areas
    - Storage of flammable/hazardous materials prohibited in all storage areas in public buildings.

If there are any repairs that involve permitted work, please contact City of Clarkesville building department.