

**Carrollton Fire Department**  
**115 West Center Street**  
**Carrollton, Georgia 30117**  
**Phone: 678-390-6963**  
**Email: wrollins@carrollton-ga.gov**

**New Business**  
**Life Safety Checklist**

Name of Facility \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact Name and Phone # \_\_\_\_\_

	Yes	No	N/A	Remarks Section
Street Address Posted (4" min.)				
Fire walls or partitions have no penetrations				
Exit are Marked & Signs Lit				
Emergency Lighting Operable				
Exit Doors are Clear & Unlocked				
Electrical Room Clear & Accessible				
No Extension Cords				
All electrical switches and outlets are covered				
No open empty spaces in panel box				
Compressed gas cylinders are secured				
Portable Fire Extinguishers Maintained & Tagged (min. 5lb. ABC)(serviced yearly)				
Gas fired water heater has min. of 3' clearance all around from combustibles				
Storage- not blocking exits, panel boxes, etc.				
Sprinkler System Maintained & Tagged (serviced yearly)				
Hood System Maintained & Tagged – (Every 6 Months)				

A Knox Box will be required for all new businesses, changes of ownership, and renovations over 50% before a business license can be issued. It is the responsibility of the applicant to install the Knox Box per the city ordinance. The box may be ordered online at [www.knoxbox.com](http://www.knoxbox.com) or a paper order form can be requested from the Fire Marshal's office at phone: 678-390-6963 or Email: [wrollins@carrollton-ga.gov](mailto:wrollins@carrollton-ga.gov).

Fulfilling the requirements of this form does not ensure that a business license will be issued. This form is meant to help new business owners with the Carrollton Fire Prevention Division inspection process and is not an all inclusive form.