



Where Georgia comes together.

Fire Marshal's Office

Perry GA Fire & Emergency Services Department

Small Tenant Space Certificate of Occupancy Procedures

Bring three (3) sets of plans to the City of Perry Community Development for review. If architectural drawings are not submitted, small tenant space plans less than 2500 square feet may be hand drawn on 8 ½" X 11" paper. The following items must be identified on the plans:

- Project name and address with suite number (if applicable).
- Dimensions for the overall space and dimensions for each room, or drawn to scale.
- Each room/space is identified and labeled.
- Location of doors, windows, fixtures, furniture, shelving, and work spaces.
- Emergency lighting, exit sign locations, and fire extinguishers.
- On separate sheet show overall building foot print or floor plan, showing tenant separation walls. Indicate what type of occupancy (or what business) is on either side of your space, including suite numbers.
- Tenant space in a mall, must show the pedestrian walk way in front of the tenant space. A minimum of 10' clear width is required in front of each tenant; this includes any temporary construction walls. The mall space shall provide a minimum of 20' clear width.
- Fire rated barriers and/or firewalls.
- Fire alarm, sprinkler system, and kitchen hood system work will require separate plans to be submitted by subcontractor.
- Plans must be legible.
- Be prepared to pay a plan review fee in accordance with the fee schedule.

** The above mentioned items are the minimum plan requirements. The tenant is responsible for providing all details on the drawings. For additional information call (478)988-2759.*

1. Once the Building/Fire Marshal's Office approves your plans, you will be contacted by Community Development to pick up your plans. You will then purchase a "Permit" at this time.
2. Request field inspections from the Community Development Department. (478)988-2720.
3. Once all required inspections for the City of Perry's Building Department & the City of Perry's Fire Marshal's Office have passed, you may call the Community Development Department at (478)988-2720 to request your Certificate of Occupancy.

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