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[www.dunwoodyga.gov](http://www.dunwoodyga.gov)

## OCCUPATIONAL TAX CERTIFICATE (OTC) INSPECTIONS CHECKLIST

EMAIL FORMS TO [PERMITS@DUNWOODYGA.GOV](mailto:PERMITS@DUNWOODYGA.GOV)

BUSINESS APPLICANT INFORMATION					
Business Name :					
Business Contact :					
Business Address :					Suite :
City, State, Zip :					
Phone:					
Email Address:					
BUILDING INFORMATION					
Construction Type :			Occupancy Load :		
Occupancy Classification :					
CITY USE ONLY					
Project # :					
1st and 2nd Inspection Fee :			3rd/Subsequent Inspection Fees :		
OTC Issue Date :					
INSPECTIONS			SPECIFICATIONS		
1st	2nd	3rd			
Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Internal parts of electrical equipment, including busbars, wiring terminals, insulators, and other surfaces, shall not be damaged or contaminated by foreign materials such as paint, plaster, cleaners, abrasives, or corrosive residues. There shall be no damaged parts that may adversely affect safe operation or mechanical strength of the equipment such as parts that are broken; bent; cut; or deteriorated by corrosion, chemical action, or overheating.		2017 NFPA 70 NEC Section 110.12(B)
Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>			
Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation and maintenance of such equipment.		2017 NFPA 70 NEC Section 110.26
Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>			
Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(B)(1) through (8) shall have ground-fault circuit-interrupter protection for personnel.		2017 NFPA 70 NEC Section 210.8(B)
Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>			
Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Each occupied tenant space provided with a secondary exit to the exterior or exit corridor shall be provided with tenant identification by business name and/or address. Letters and numbers shall be posted on the corridor side of the door, be plainly legible and shall contrast with their background.		2018 IFC Section 403.11.1.5
Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>			
Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial – type cooking equipment. Cooking equipment involving vegetable oil or animal oils and fats shall be protected by a class K rated portable extinguisher.		2018 IFC Section 906.1.2
Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>			
Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	The maximum travel distance to a fire extinguisher shall not exceed 75 feet.		2018 IFC Section 906.3
Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>			
Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Pass <input type="checkbox"/>	Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel.		2018 IFC Section 906.5
Fail <input type="checkbox"/>	Fail <input type="checkbox"/>	Fail <input type="checkbox"/>			

**PLEASE SCHEDULE YOUR INSPECTION @ [dunwoodyga.gov](http://dunwoodyga.gov).**

**After passing inspection, please return form to City of Dunwoody Permit Office for Certificate of Occupancy.**

Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign.	2017 IFC Section 1013
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Stairs and ramps shall have handrails on both sides, unless otherwise permitted in 7.2.2.4.1.5 or 7.2.2.4.1.6.	2018 NFPA 101 LSC Section 7.2.2.4.1.1
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Existing required handrails shall not be less than 30 in., and not more than 38 in., above the surface of the tread, measured vertically to the top of the rail from the leading edge of the tread.	2018 NFPA 101 LSC Section 7.2.2.4.5.2
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Open guards, other than approved, existing open guards, shall have intermediate rails or an ornamental pattern such that a sphere 4 inches in diameter shall not pass through an opening up to a height of 34 inches.	2018 NFPA 101 LSC Section 7.2.2.4.6.3
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Access to an exit shall not be through kitchens, storerooms other than as provided in Chapters 36 and 37, restrooms, workrooms, closets, bedrooms or similar spaces, or other rooms or spaces subject to locking, unless passage through such rooms or spaces is permitted for the occupancy by chapters 18, 19, 22, and 23.	2018 NFPA 101 LSC Section 7.5.2.1
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Illumination of means of egress shall be provided in accordance with the referenced code section.	2018 NFPA 101 LSC Section 7.8
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Emergency lighting facilities for means of egress shall be provided in accordance with the referenced code section.	2018 NFPA 101 LSC Section 7.9
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	A fenced outdoor assembly occupancy shall have not less than two widely separated means of egress from the enclosure.	2018 NFPA 101 LSC Section 13.2.4.4
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds.	Georgia Accessibility Code Chapter 120-3-20 (.01-.08) - 2010 ADA Standards for Accessible Design Section 309.4
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact.	Georgia Accessibility Code Chapter 120-3-20 (.01-.08) - 2010 ADA Standards for Accessible Design Section 606.5

Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Each fire extinguisher shall have a tag or label securely attached that indicates that maintenance was performed.	2013 NFPA 10 Standard for Portable Fire Extinguishers Section 7.3.4.1
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	The tag or label, as a minimum, shall identify the following: 1. Month and year maintenance was performed. 2. Person performing the work. 3. Name of the agency performing the work.	2013 NFPA 10 Standard for Portable Fire Extinguishers Section 7.3.4.1.1
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Where sprinklers have had paint applied by other than the sprinkler manufacturer, they shall be replaced with new listed sprinklers of the same characteristics, including K-factor, thermal response, and water distribution.	2013 NFPA 13 Section 6.2.6.2.2.
Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Where cover plates on concealed sprinklers have been painted by other than the sprinkler manufacturer, the cover plate shall be replaced.	2013 NFPA 13 Section 6.2.6.2.3.