



# Occupancy Inspection Inspection Requirements

To expedite the inspection process, please ensure the following items are completed prior to the time of inspection:

1. Provide number address at least 4 inches high, plainly legible from the street fronting the property. Numbers and letters shall contrast with the background
2. Required exit doors shall be readily accessible without key locks on the inside of the doors
3. Provide 2A10BC size fire extinguisher(s) with a current inspection tag(s) and mounted on the wall at 48" above the finish floor
4. All exit and emergency lights shall be operable, if applicable
5. Provide written inspection reports to the Fire Marshal at the time of inspection for each applicable required life safety system that includes, but not limited to fire alarm, fire sprinkler, automatic suppression system(s) and generator(s) and repair any noted deficiencies. These reports shall be dated within one year of fire inspection date.
6. A Knox Box is a secure box that is required in Brookhaven so that emergency forces can enter the facility during afterhours emergencies. Should your facility not have an existing Knox Box installed at the main entrance, place your order at "knoxbox.com" webpage, click on "BUY", type "Brookhaven City Fire Dept" as the local fire department and press enter and select "Brookhaven City Fire Dept," select model 3261 and complete business name, address and "submit". Brookhaven Fire Marshal's Office (BFMO) will receive an e-mail from knoxbox.com requesting approval for your purchase. Once the BFMO approves the request, you will receive an e-mail showing Brookhaven FMO's approval, you may then order the specific Knox Box. After the Knox Box has been installed 60" above finish floor at the main entrance of the building, the BFMO will approve a final inspection. Items to be provided in the Knox Box are:
  - Key to the main entrance
  - Master keys, if applicable
  - Label each key as to the use
  - Emergency contact information on a business card size and Brookhaven FMO will close and lock the Knox Box

There may be additional items not listed that will have to be corrected before an approval is provided by the Brookhaven Fire Marshal's Office.