



Community Development Department  
**THE PROCESS TO START A BUSINESS: TENANT OCCUPANCY**  
[FOR EXISTING TENANT SPACES OR FREESTANDING BUILDINGS]

1500 Morrow Rd. Morrow, GA 30260 678.902.0924 (T) 770.960.3002 (F)

**The Process to Start a Business Begins With the Community Development Department**

**You are REQUIRED to have Building, Fire and possibly Site Inspections if you are:**

- 1) Changing ownership of a Business ONLY,
- 2) Changing ownership of Property, Building, etc.,
- 3) Moving into an existing space WITHOUT changes, or
- 4) Moving into an existing space WITH proposed changes

**1) Changing Ownership of a Business ONLY (staying in existing tenant space):**  
**Application/Fees:**

- Submit [Tenant Occupancy Application](#) to the Community Development Department
- Community Development will verify whether there are zoning or use changes
- An \$50 fee is required to obtain a Certificate of Occupancy (C/O); Pay by check or money order

**Inspections:**

- One (1) Fire Marshal inspection is required
- The applicant must come to the Community Development Department to receive a Certificate of Occupancy (C/O)
- The C/O should be taken to the Business License Office along with the [Business License Application](#) & [Sanitation Request Application](#)

**2) Changing Ownership of Property (Free-standing Building or Shopping Plaza)**  
**Application/Fees:**

- Submit [Tenant Occupancy Application](#) to the Community Development Department
- Community Development will verify whether there are zoning or use changes
- Refer to "Application/Fees" for numbers 3) or 4), as applicable
- The new owner will be required to update to the current ordinances concerning: tree and vegetation protection, landscaping, street lighting, sidewalk, acceleration and deceleration lanes, and sign codes. This includes re-paving, re-striping, installation of underground utilities and meeting exterior building materials, etc.
- Community Development will provide *Section 810, Redevelopment, Maintenance & Revitalization* ordinance, upon request to the applicant (it can also be found on [www.municode.com](http://www.municode.com))

**Inspections:**

- Community Development will schedule a Site Inspection regarding the above ordinance, with the Public Works Department (PW) to ensure the property is in compliance with current codes
- After the site inspection is completed by PW, Community Development will provide the applicant with the inspection form to address any outstanding items to be corrected
- Refer to "Inspections" for numbers 3) or 4), as applicable

**3) Moving Into an Existing Space WITHOUT Changes\***

**Application/Fees\*:**

- Submit [Tenant Occupancy Application](#) to the Community Development Department
- A \$75 fee is required for the 1<sup>st</sup> inspection, \$65 for the 1<sup>st</sup> Re-inspection
- Community Development will issue a Tenant Occupancy Permit for the applicant to place in the window of your space

**Inspections: (Typically 2 Building, 2 Fire, with a minimum of one inspection each)**



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- Community Development to schedule Rough Building Inspection with (Safebuilt, Inc.) (10 a.m. – 4 p.m. each day)
- \*A re-inspection fee will be charged for the 2nd inspection and each inspection thereafter
- Once the Final Building Inspection passes, Community Development will schedule the Initial Fire Marshal Inspection for Monday through Friday (10 a.m.-3 p.m.)
- Once the Fire Marshal Inspection passes, the applicant will be given a carbon copy of the inspection form by the Fire Marshal. ***[This inspection form should be brought to the Community Development Department to issue the Certificate of Occupancy (C/O)]***
- An \$50 fee is required to obtain a Certificate of Occupancy (C/O); Pay by check or money order
- The C/O should be taken to the Business License Office along with the [Business License Application](#) & [Sanitation Request Application](#)

**4) Moving into an Existing Space WITH proposed changes\***

**Application/Fees/Plan Review:**

- Submit [Building Permit Application](#), four (4) professional sets of building plans, and a digital PDF copy of the plans on CD to the Community Development Department. Review the [Building Renovation & Redevelopment: Plan Review Checklist](#) for items to be included on submitted plans and as supplemental information
- At a minimum, the Building Plans must include: Existing & Proposed Floor Plan, Electrical Plan, Fire Alarm, Plumbing or Mechanical/HVAC or Sprinkler Plans, etc.
- Fees are assessed based on the estimated cost of construction for the renovation (contact the Community Development Department for the Fee Schedule)
  
- 1 ½ weeks review period (varies depending on extent of changes)
- Once plans are approved by the Building, Fire Marshal, Community Development & Public Works Plan Reviewers, a Building Permit will be issued by Community Development
- Dumpsters needed for renovation projects must be obtained through the Morrow Sanitation Office [\(770\) 960-3000](#) by filling out the [Sanitation Request Application](#) for debris accumulated during renovation/construction
- If electrical, HVAC, mechanical or low-voltage work is being performed, these permits must be submitted separately as a [Trade Permit](#). A fee of \$80 is required to obtain a permit for each trade
- **Inspections: (Varies)**
- Once work is complete, you must call (770) 914-2377 to schedule a Building inspection
- Once the Building Inspection passes, Community Development Staff will schedule a Fire Marshal inspection
- The Fire Marshal will conduct an inspection
- Once the Fire Marshal inspection passes, you will be provided with written notice that the Certificate of Occupancy (C/O) is ready to be issued. ***[This inspection form should be brought to the Community Development Department to issue the Certificate of Occupancy C/O]***
- An \$50 fee is required to obtain a Certificate of Occupancy (C/O); Pay by check or money order
- The C/O should be taken to the Business License office along with the [Business License Application](#) & [Sanitation Request Application](#)
- \*A re-inspection fee will be charged for the 2nd inspection and each inspection thereafter

**SHOULD YOU HAVE QUESTIONS ABOUT THIS PROCESS, PLEASE CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (678) 902-0924.**