

Stocking Permit Guidance

The following information is intended as a **guideline** for use by the applicant during the Stocking Permit application process. The following list of items is not necessarily comprehensive. Please note that each project is unique and may have additional requirements by the inspector(s) involved in the project. Any issues with other permitting departments preventing the issuance of a Stocking Permit will need to be resolved prior to Stocking Permit issuance. The following information was largely obtained from a Guidance Paper issued by the North Carolina Department of Insurance on December 13th, 2017.

Approval to issue a stocking permit will require approval by all inspectors (Building, Mechanical, Plumbing, Electrical, and Fire) prior to issuance. These inspectors hereinafter will be referred to as Code Officials. Prior to the request for a stocking permit, items such as cubical walls and other items permanently affixed to the structure are permitted to be installed. Once approved and issued, a stocking permit allows the following items (including, but not limited to).

- ☐ Moveable furniture (couches, chairs, bookshelves/filing cabinets, telephone/privacy booths, etc.)
- ☐ Fixtures (TVs, artwork/decorative items, etc.)
- ☐ Equipment (specialty systems, independent/proprietary manufacturing equipment, etc.)
- ☐ Shelves and racks with merchandise
- ☐ Non-construction related personnel into the building with the **sole purpose** of placing the above items in the structure

At no point prior to the stocking permit issuance should any of the above items be stored or placed inside the structure Other requests can be addressed by the appropriate Code Official. Furniture that requires hard wiring or permanent connection to the structure does not require a stocking permit to install.

Minimum requirements to obtain approval for a stocking permit are below. Further requirements may exist and should be discussed with the appropriate Code Official.

- ☐ Building identification (street numbers, name, etc.) must be provided as required by the Code Official.
- ☐ One accessible parking space with an accessible route to the building work areas must be provided
- ☐ All stairs, doors, and rooms shall be labeled and/or identified appropriately
- ☐ Pathways and egress stairways shall be clear of all construction material (including base of stair/landings)
- ☐ If an elevator is to be utilized, it shall have NC Department of Labor approval.
- ☐ A functional fire protection system, excluding kitchen hood suppression system(s), if such system is required
- ☐ A functional fire alarm system including dial out, initiation, and occupant notification
- ☐ Backup power if designed to support life safety systems (i.e. exit signage, emergency lighting, fire alarm)
- ☐ Zone maps (temporary or permanent) placed at all required locations
- ☐ Key box with appropriate keys stored within
- ☐ Secondary containment, when required (hazardous materials storage and handling areas)
- ☐ All overhead work must be completed
- ☐ One working, accessible toilet must be installed and functional

No hazardous materials storage is permitted while operating under a stocking permit. Once construction work continues to progress, a Temporary Certificate of Occupancy may be requested. Wake County Building Officials require Fire Marshal's approval to issue a Temporary Certificate of Occupancy.

Please forward all questions of requests related to this document to any Wake County Code Official. Contact information can be found at <http://www.wakegov.com/inspect/Pages/contacts.aspx>. Fire Services representatives' contact information can be found at <https://www.wakegov.com/departments-government/fire-services-emergency-management/fire-marshals-office>