

NORTHAMPTON COUNTY



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Policy for Fixturing, Merchandizing, and Employee Training In New Buildings Prior to Issuance of Required Certificate of Occupancy

Recognizing the need of owners to fixture and merchandise new buildings, to train employees before the opening of businesses, and to partially occupy, the Northampton County Building Department has developed this policy to serve as a general guideline. Merchandising and employee training are uses of buildings, and permission to perform these operations before the issuance of a Certificate of Occupancy is discretionary. Each building is unique, some of these requirements may not apply to all buildings, and some buildings may have additional prerequisites. Written permission from this department is required prior to any installing of combustible (wood) fixtures, merchandising and employee training. This letter does not replace the obligation to obtain a Certificate of Occupancy.

Prerequisites to Combustible Fixturing and Merchandising, prior to a C.O.

- All required fire protection systems, including fire hydrants, must be installed and maintained in operational condition at all times.
- All required exits must be maintained free of obstruction and readily usable at all times. All required emergency lighting and exit signs must be properly installed and maintained in an operational condition at all times.
- Fire Department and emergency services access to the building, fire hydrants, and Fire Department connections, shall be maintained at all times. Ground conditions need to be able to support a 65,000 pound fire truck. Access to and around buildings cannot be obstructed by construction materials.
- A minimum of 1 operational bathroom must exist. This bathroom must contain a working water closet, lavatory and provide privacy for the users.
- Site conditions must be at a stage where it is reasonable to expect that all site work will be complete when the C.O. is sought. The Zoning Administrator will determine if the progress of the site work is such that it may reasonably be completed on schedule.
- The Health Department "Operation Certificate", certifying potability of drinking water and acceptance of drainfields must be issued.

Prerequisites for Employee training prior to a C.O.

In addition to the above requirements the following also apply:

- The number of bathrooms must be adequate to support the intended number of persons in the building, as determined by the plumbing code.
- All electrical panels must be maintained with their covers on, unless the electricians are working right in the panel. Open electrical panels may not be left unattended.
- All accessibility features (ADA) required by the code must be installed and usable.
- The free movement by County inspectors performing inspections may not be encumbered. Portions of the building subject to inspection shall not be concealed.