

Below is a list of the most common requirements that need to be completed and approved by City staff before allowing employees on site for training, moving in furniture, or stocking merchandise. The City of Lynnwood considers “stock” to be furniture/equipment and all non-construction related materials that are not electrically hard-wired, plumbed or seismically secured to a structure. As each project is different and all requirements may not apply, please discuss the following items with your inspector and request a pre-stocking inspection for your specific requirements.

REQUIREMENTS FOR STOCKING A BUILDING OR SUITE

1. A monitored and operational fire alarm and sprinkler system, if applicable.
2. Fire lane markings installed or if unable to do so permanently, the fire lane shall be identified by temporary markings, barricades and/or signage.
3. Stairs, ramps, handrails and guardrails shall all be installed per code for those portions of the building approved for stocking.
4. Exit sign placement and emergency egress lighting. Please request a separate inspection to verify this requirement because typically during these inspections, additional exit signs and more emergency lighting is required due to the built environment not seen during plan review.
5. All portions of the egress path, including sidewalks to the public right-of-way must be completed and accessible.
6. Approved door and gate hardware shall be installed per code and the Lynnwood Municipal Code.
7. Building and suite address shall be posted per the Fire Marshal’s direction.
8. All issued permits for the building or suite must be finalized or partial approval given to allow for occupancy including HVAC, Type I Hood systems if applicable, plumbing, sprinkler system, electrical, fire alarm, and racking/shelving permits.
9. Outside agency approvals, if applicable, such as Health Department, L&I and special inspection agencies.
10. Operational rest rooms serving those areas being stocked that meet all code requirements.

REMINDER

A business license must be obtained prior to opening for business. Applications are available at City Hall, Development & Business Services office, or online. Please allow 4-6 weeks for processing.

ACKNOWLEDGEMENT

I have read the above requirements for stocking and understand that all the above items, as applicable, must be completed.

Signature of Applicant: _____ Date: _____

Please print name: _____