



**City of Olympia  
Community Planning and Development  
Building Division (Bulletin #05-16)**

**Subject: Approval requirements for Stocked Goods or Furniture, Fixtures and Equipment (FF&E's) installation.** (Conditional Temporary Occupancy)  
(International Building Code, Section 111.3)

This bulletin outlines the requirements for use of a structure for the purpose of loading the structure with stocked goods or furniture, fixtures and equipment. This request constitutes occupancy of the building for the purpose of stocking products or goods, loading furniture, fixtures or equipment necessary for the purpose of preparing the structure for final building occupancy. The policy does not include approval of occupancy for any other purpose and is conditional only based on approval by the Authority Having Jurisdiction (AHJ) i.e.: Fire Marshal and/or Building Official.

Comments assume that there is an on-site (not periodic) human fire watch when the building is not occupied by the permit holder or their representative/s while stocking.

(Exception: When not required by the Fire Marshal)

- The applicant shall ensure that all required fire and life safety systems are complete and functioning throughout the building; including areas to be occupied temporarily, vacant areas, and areas still under construction as determined by the AHJ.
- All required fire and life safety systems shall be inspected; acceptance tested and shall be functional in all areas with the exceptions noted by the Fire Marshal (i.e. Fire Panel).
- Required fire and life safety systems shall include, but not be limited to (unless otherwise allowed by the AHJ):
  - Fire Alarm Systems
  - Automatic Sprinkler Systems (and any associated fire pumps)
  - Standpipe Systems (and any associated pressure regulating valves)
  - Range Hood Extinguishing Systems
  - Emergency Generators
  - Shaft Pressurization Systems
  - Fire Fighter Phone Systems (for high rise buildings)
- All exits, corridors, and stairways serving the occupied areas shall be substantially finished, including exit signs, exit illumination, stairway handrails, doors, ceiling tiles, and unobstructed egress to the public way. Exiting must not be compromised with storage or staging of construction materials. Fire doors separating exits from construction areas must not be blocked open nor have the latches compromised.

- All shafts, floor openings, or other penetrations that could affect the FF&E's must be complete or protected, including installation of required fire-rated doors, fire dampers, etc.
  - Note: Additional safety precautions, including separations, may be required by the Fire Marshal.
- The amount of combustible fuel loading in the area(s) under construction shall not exceed what would be present in the finished structure.
- Combustible debris shall not be accumulated within buildings. Combustible debris, rubbish and waste material shall be removed at the end of each shift of work, and shall be disposed in proper waste containers.
- Any use of propane, flammable liquids, cutting and welding, etc., shall be under fire department permit.
- Fire extinguishers shall be installed and distributed throughout the building as required by the Fire Marshal with a minimum Class 2A rated fire extinguisher for every 3,000 sq. ft. of ordinary hazard occupancy (retail, storage, etc.) and for every 6,000 sq. ft. of light hazard occupancy (office, residential, etc.). All portions of any occupancy must be maintained within 75 ft. of travel to a fire extinguisher.
- Elevators shall be tested and approved by the elevator inspector. If more than one elevator is provided, a minimum of two elevators shall be signed off. Phase I and II recall shall be operational when required and elevator key boxes with required elevator keys installed.
- All required special inspections, structural inspections and electrical inspections shall be completed prior to any FF&E occupancy.
- All City Department agreements, fees and other deferred items shall be approved prior to human occupancy or final Certificate of Occupancy request.

An inspection and sign-off for stocking of goods and/or FF&E occupancy is required by the Fire Marshal and Building Official. Please contact the City of Olympia CP&D to schedule this inspection at (360) 753-8314.