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## CITY OF WINCHESTER, VIRGINIA ZONING AND INSPECTIONS DEPARTMENT

Recognizing the need of owners to fixture and merchandise new buildings, and to train employees before the opening of business, the Zoning and Inspections 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 Use and Occupancy* is discretionary. Each building is unique, some of these requirements may not apply to all buildings, and some building may have additional requirements. Written permission from this department is required prior to the stocking of merchandise and or employee training. This letter does not replace the obligation to obtain a *Certificate of Use and Occupancy*.

**Prerequisites to stocking of merchandising, installing furniture 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 shall 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 operational condition at all times.
- Fire Department and Emergency Services access to the building shall be maintained at all times. Access to and around buildings cannot be obstructed.
- 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.

**Prerequisites for Employee training, prior to a C.O.**

In addition to the above requirements, the following also apply:

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

Address: \_\_\_\_\_ ( ) Date: \_\_\_\_\_

Permission is granted for the following activities prior to the issuance of the *Certificate of Use and Occupancy*:

- Install Fixtures     
  Merchandising     
  Employee Training

Additional conditions: Access to City Inspectors

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_