

# Stocking Permit Application



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

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## APPLICATION FOR STOCKING PERMIT PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY

This request is for authorization to stock the structure located at the following address:

Business Name

Building Permit Number

I/we hereby acknowledge the following conditions:

- All sprinkler, smoke detection and fire alarm systems, if applicable, are operable, monitored, and have been tested and approved by the fire inspector;
- All required exit lights, exit doors, and exit access shall be operable and unobstructed;
- Fire apparatus access route must remain clear and all combustible packing materials shall be removed daily;
- **The building cannot be opened to the public or occupied in order to conduct business until the Certificate of Occupancy is obtained. Only staff necessary for stocking and systems testing shall be allowed on site until a Certificate of Occupancy is issued;**
- The Certificate of Occupancy cannot be issued until all applicable trades (Building, Plumbing, Mechanical, Electrical, and Fire) and other applicable City agencies (including Fire, Zoning, Stormwater, Public Utilities, and Right-of-Way) have conducted and approved their respective final inspections;
- **Stocking cannot occur until a copy of this document is signed by all parties, including final signature by the City's building official, and the permit card is signed and dated by all applicable trades on the job site. This document must remain with the permit card on site; and**
- Any violation of the above listed conditions may result in the voiding of the stocking permit and removal from the building all stock, furniture, etc.

***We, the undersigned, have read, understand, and agree to the requirements of this letter, including the consequences for violation of any of these requirements.***

### General Contractor

Name (print)

Phone Number

Signature

### Owner/Tenant

Name (print)

Phone Number

Signature

### Owner's Representative

Name (print)

Phone Number

Signature

### Staff Use Only

Building Inspector

Date

Fire Inspector

Date

Building Official

Date