

## Temporary Stocking Permit for Commercial Projects

This process is for temporary stocking of approved items within a tenant space and commercial buildings prior to obtaining the full Certificate of Occupancy or Certificate of Completion for the project.

Your request for a stocking permit will be reviewed by the Building Division and the Loveland Fire Rescue Authority (LFRA) in 6 business days. If your request is approved for permit, the Building Division will email you with the Temporary Stocking Conditions. Inspections will then be conducted, once scheduled, to ensure the space is to all code requirements, for allowance of stocking to occur. A temporary stocking permit will then be issued for a pre-determined time frame based on the Building Official's approval.

The following items must be complete prior to applying for a Temporary Stocking Permit:

- a) Sprinkler and Alarm Systems scope of work must be completed, inspected and fully functioning.
  - Please contact LFRA with questions 970-962-2498
- b) Building permit must be at finals for stocking permit to be submitted
- c) Construction safeguards must be in place (if required)
- d) All Life Safety items must be completed, inspected and approved

The following items are not allowed to be stocked under the Temporary Stocking Permit:

- a) Hazardous materials

The following information is to be provided for the Temporary Stocking Permit:

- Application
- Floor plan
  - Items requesting for stocking, quantities, and their locations within the building/space
  - Racking/layout plan for any High-Piled Storage
  - Measurement for isles
- Who is to perform the stocking (no public or employees allowed to stock).
- A detailed narrative
  - Timeline of when stocking will occur
  - Why stocking is needed prior to full CO / CC issuance
  - How stocking will occur

Completed application and all required documents/information must be submitted to

[Eplan-Building@cityofloveland.org](mailto:Eplan-Building@cityofloveland.org)



City of Loveland  
Non Residential Building Permit Application  
Stocking Permit  
PERMIT NUMBER: \_\_\_\_\_

Building Division  
410 East 5th Street  
Loveland, Colorado  
970.962.2505

Application Type: Stocking Permit only, No Occupancy

Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Proposed Use: Stocking only, no occupancy

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

General Contractor/license#: \_\_\_\_\_

**HAZARDOUS MATERIALS WILL NOT BE ALLOWED FOR STOCKING**

**Stocking will not be approved if there are any life-safety issues**

Please contact LFRA with questions on your sprinkler and alarm permits as these must be completed prior to stocking permit approval – 970-962-2498

Who will be stocking? (no employees or outside public is allowed to stock)

Provide information on quantities and types of items to be stocked, and their locations below:

Provide a narrative of when stocking would occur (timeline) and why this need prior to CO issuance:

**\*All fields must be filled out completely. Incomplete applications will NOT be accepted through check-in. Please indicate if a question is not applicable to your project.\***

**Each project may vary in terms of requested information**

**NO OCCUPANCY IS APPROVED ON THIS PERMIT. CERTIFICATE OF OCCUPANCY MUST BE OBTAINED IN ORDER TO OPEN TO THE PUBLIC**

**This submittal does not guarantee approval of a stocking permit**

I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws and building codes. Additionally, **I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY FEES OR EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS AND OTHER FEES ASSOCIATED WITH THIS APPLICATION. FAILURE TO PICK UP AND PAY FOR THIS PERMIT WITHIN 90 DAYS OF APPROVAL WILL RESULT IN THE APPLICATION BEING CLOSED AND THE PLAN CHECK FEES BEING ASSESSED.**

**ALL FEES UNDER THIS APPLICATION THEN BECOME NULL AND VOID.** This application does not authorize any work within the right-of-way or curb cuts, contact Public Works at 970-962-2516.

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Signature

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Date

Submit with all required documentation to  
[Eplan-Building@cityofloveland.org](mailto:Eplan-Building@cityofloveland.org)