

Temporary Stocking Permit for Commercial Projects

Are you ready to stock items in your new space prior to receiving a Certificate of Occupancy or Letter of Completion for the project? If so, the City of Loveland Development Center has an option available for you.

A new process has been created to allow temporary stocking of tenant spaces and Commercial buildings prior to obtaining the Certificate of Occupancy or Certificate of Completion for the project. This process entails a submittal of relevant information to the Building Division which will be reviewed by the Building Division and the Loveland Fire Rescue Authority (LFRA) in 5 business days. Once reviewed and approved, the applicant will come to the Building Division office and sign for the Temporary Stocking conditions. Inspections will then be conducted, once scheduled, to ensure the space is up to code requirements to allow stocking to occur. A temporary stocking permit will then be issued for a pre-determined timeframe based on the applicant's request.

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.
- b) 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:

Quantities and types of stocked items and their locations within the building/space shown on a floor plan.

Construction Safeguards (if required).

Who is to perform the stocking (no public or employees allowed to stock).

Racking/layout plan for any High-Piled Storage

A narrative of who is stocking, what is being stocked, a timeline of when the stocking will occur, why the stocking needs to occur prior to the Certificate of Occupancy or Certificate of Completion and how the stocking will occur.

Please check each box to indicate the items have been submitted and send this document along with the above information to epplan-building@cityofloveland.org