



# APPROVAL FOR STOCKING/TRAINING

Building Division • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012  
303.739.7420 • Email: permitcounter@auroragov.org

## APPROVAL FOR STOCKING OR TRAINING PRIOR TO CERTIFICATE OF OCCUPANCY

This approval is for:  Authorization to stock the structure  Conduct staff training for \_\_\_ days max.

Business Name: \_\_\_\_\_ Building Address: \_\_\_\_\_

Approval is for the following areas only: \_\_\_\_\_

### I/We hereby acknowledge the following conditions:

- All fire sprinkler, smoke detection and fire alarm systems (if applicable) are operable, monitored and have been inspected and approved by the city of Aurora Building Division. All systems will remain operational.
- All required exit lights, exit doors, and exit access are operational and shall remain unobstructed.
- Fire apparatus access routes 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 (CO) has been issued. Only staff necessary for stocking, systems testing, and staff training shall be allowed on site until the CO has been issued.
- The CO cannot be issued until all applicable inspection disciplines (Building, Electrical, Mechanical, Plumbing, Life Safety) and other applicable city agencies including Zoning, Water, Public Works have conducted and approved their respective final inspections.
- It is understood that the city of Aurora will not be held responsible for any damage to, or loss of, stored items and that the storage of furniture, equipment and stock shall be at our own risk.
- It is understood that this approval IS NOT a Certificate of Occupancy and agree that the space will not be used for any type of occupancy at any time.
- Stocking of any area cannot occur until a copy of this document is signed by all parties, including the city of Aurora Building Division.
- Any violation of the above listed conditions may result in the revocation of the stocking approval and removal from the building all merchandise, furniture, etc.

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

### General Contractor:

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

### Owner/Tenant:

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

City of Aurora Building Division: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPROVAL FOR STOCKING / STAFF TRAINING

There are 2 scenarios for temporary occupancy/use of a building prior to issuance of a Certificate of Occupancy:

1. STOCKING: Approval for stocking allows the building users to install user supplied furnishings, equipment, shelving, and merchandise utilizing the minimum number of personnel necessary when conditions are deemed safe for that activity.

### **Stocking:**

Stocking is defined as:

- The installation of store fixtures and products/merchandise for future sale OR
- Installation of furnishings such as beds, desks, chairs, lamps, drapes, etc. in hotel rooms OR
- Installation of office furniture and equipment.

Persons installing fixtures, furniture and goods are considered a part of the project construction staff. Other persons shall not occupy the building at this stage.

In order to receive stocking approval, the building structure and systems must be essentially complete, and all overhead work must be complete and approved. All fire and life safety systems and devices must be in place and complete. All inspection disciplines must either be signed off as "Final" or have approval "OK to stock only" as part of the correction notice for EACH discipline.

**Note: It is recommended that you check with your insurance company for coverage on any stock, merchandise or stored items resulting from this authorization.**

2. STAFF TRAINING: Approval for staff training provides for the ability for the tenant's employees to occupy the building for the purpose of staff training only when building conditions are deemed safe for such activity. It does not allow public use or interviewing or hiring activities of prospective staff.

### **Staff Training:**

All code related work must be completed and approved by each discipline. The building structure and systems must be essentially complete, and all overhead work must be complete and approved. All fire and life safety systems and devices must be in place, complete and operational. All inspection disciplines must either be signed off as "Final" or have approval "OK to stock only" as part of the correction notice for EACH discipline. The owner/tenant assumes all responsibility for any injuries to staff or persons using the building during staff training and understands that this approval can be revoked at any time by the city.