



**DURHAM CITY-COUNTY INSPECTIONS DEPARTMENT**  
101 City Hall Plaza, Ground Floor, Suite 400, Durham NC, 27701  
Phone: (919) 560-4144  
www.durhamnc.gov

Inspections

**SOP 13 (rev. April, 2022)**  
**Fee: \$100**

**STOCKING APPLICATION**

**For the purpose of this policy a stocking permit is defined as:** A permit issued to allow the stocking of items used in the conduct of business, to include, but not limited to, storage, sale, manufacture, preparation or otherwise goods that will be offered for sale either on premise or transferred elsewhere; also any combustible furnishing/equipment or decorations that are not permanently affixed to the building.

Equipment that is intrinsically required as part of the business process and typically indicated on the approved plan do not require a stocking permit (examples of items not subject to a stocking permit include commercial freezers, coolers, cooking equipment, point of sales equipment and similar equipment); however, they do require coordination with the field inspector to ensure access to all areas for inspections.

This request is for authorization to stock the structure at address: \_\_\_\_\_ business name: \_\_\_\_\_, building permit number: \_\_\_\_\_, prior to the Certificate of Compliance. We, the undersigned, agree and acknowledge the following conditions:

- Any sprinkler/smoke detection/alarm system, if applicable, is operative and has been verified by the Fire Prevention Inspector or the engineer responsible for the system layout.
- The number of people that will be involved in the stocking process will be limited to 10 people according to N.F.P.A. 101 Standards 2012 Life Safety Code.
- The building cannot open to the public or be occupied in any manner (by employees, applicants, etc.) until the Certificate of Compliance is obtained.
- The Certificate of Compliance cannot be issued until all applicable trades (Building, Plumbing, Mechanical and Electrical) have conducted and approved their respective final inspections, and site condition/Fire Prevention/Engineering Right-of-way /landscaping have been approved.
- Stocking cannot occur until all required disciplines have performed and approved the stocking inspection for their respective trade and approved the stocking permit.
- Any violation of the above listed conditions will result in the voiding of the stocking permit and removal from the building of the stock, furniture, etc.
- The General Contractor is responsible for coordinating with all trades and scheduling all inspections online and takes full responsibility for all re-inspection fees that may incur.
- The Stocking Application fee is non-refundable and non-transferable.
- The Stocking Application, if not issued, will expire in 90 days and be voided.

**Please state in detail, the description and boundaries of the stocking request:**

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Stocking Application Number \_\_\_\_\_ . The stocking application number is provided for your convenience for requesting the required trade inspections. This number does not give any indication of an approved stocking permit or permission to stock the building.

Payment for, and issuance of, a stocking application facilitates scheduling of required inspections to obtain requested stocking. By my signature below, I acknowledge and understand that NO stocking can occur until all required disciplines have performed and approved the stocking inspection for their respective trade and approved the stocking permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To view stocking inspections status, please go to this link:

<https://Ido4.durhamnc.gov/DurhamWeb/Search/RelatedPermitSearch>

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

**General Contractor:**

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

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Owner/Tenant:**

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

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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