



TOWN OF CHAPEL HILL
Development Services- Building
405 Martin Luther King Jr. Blvd
Chapel Hill, NC 27514-5705

phone (919) 968-2718 fax (919) 932-2954
www.townofchapelhill.org

Stocking Permit Requirements

A Stocking Permit is requested when construction is nearing completion and there are extenuating circumstances that require stocking of the space prior to the issuance of the Final Certificate of Occupancy.

Approval of a Stocking Permit does not constitute approval to occupy or use a space and is therefore not synonymous with a Certificate of Occupancy or Certificate of Compliance.

Stocking Permits are granted on a case-by-case basis and must be requested in writing by the Contractor of Record. Once a request is received, it will go to the Building Division Manager to review along with the inspectors. Please allow up to 48 hours to process this request.

There is a \$100 fee* that must be paid upfront if approval is granted and prior to stocking the premises.

In order to be considered for a Stocking Permit, the following minimum requirements must be met:

- The space being stocked must be of a size that access for any subsequent inspections required to be performed are not obstructed.
- Final inspections must be completed:
 - Mechanical
 - Electrical
 - Plumbing
 - Fire Department/ Life Safety approval (specifically working fire alarm and sprinkler systems)

Please contact Tommy Gregory- Fire Marshal for the Town of Chapel Hill located at 403 Martin Luther King Jr. Blvd. Chapel Hill, NC 27514. He may be reached via office phone: (919) 969-2007 or cell: (984) 209-2598 and also via email: tgregory@townofchapelhill.org with questions about Fire requirements.

- Building Final walkthrough inspection must be complete. This is to verify and record all outstanding items, not of a life safety nature, that will prevent issuance of a Final Certificate of Occupancy. If there are (non-life safety) items outstanding, a Stocking Permit may be requested and will be considered for approval. There is a \$60 fee* per walkthrough inspection and type performed.



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- Outstanding life safety issues will disqualify you to receive approval to stock.

Additionally, all items that are part of the building construction like gondolas, refrigerator and freezer cases, and other items that are interconnected to utilities (i.e. refrigeration, electrical, fire suppression, plumbing piping) or connected to the structure of the building, may be installed outside of the Stocking Permit process as part of the construction process and in line with the proposed and approved plans.

All other items to include shelving, merchandise, racks, furniture, etc, that do not meet the above listed criteria, may not be installed without first securing a Stocking Permit from the Building Inspections office. **EXCEPTION: Tables and Chairs may be installed for “Assembly” occupancies after all trade inspections are complete and prior to the final Fire and Building Inspections without the need for a stocking permit so that egress and ingress routes may be verified during these inspections.**

*(*This fee may change based on the approved fee schedule in effect at the time of the request.)*