



Community Development and Neighborhood Services  
 281 N College Ave. P.O. Box 580  
 Fort Collins, CO 80524  
 Phone 970-416-2740 Fax 970-224-6134  
<http://www.fcgov.com/nbs/>

# RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

REVISED 04/24/10

Below is a list of items required to obtain a Residential Certificate of Occupancy. The paperwork is required prior to C.O. issuance. To prevent misplaced or lost paperwork required by the Building Code Services Department, all paperwork **must be submitted at one time.**

## Building Department Requirements

Permit Number B\_\_\_\_\_  Single Family Detached  Single Family Attached  Multifamily  
Permit number is required

Job Site Address: \_\_\_\_\_  
Number Street Name Designation (Dr, St, Ave, etc)

Please check boxes below to indicate which forms you are submitting:

- Engineer's Signed/Stamped Foundation Letter
- Engineer's Signed/Stamped Perimeter Drain
- Mechanical Disclosure
- Boxelder Sanitation Release (if applicable)
- Engineer's Signed/Stamped Footing Letter
- Engineer's Signed/Stamped Dampproofing Letter
- Insulation Disclosure

You must submit one of the following listed below (determined by the energy compliance type stamped on your permit card).

- Air Sealing Disclosure
- Blower Door Disclosure
- Final SPA (E-Star) Rating

## Zoning Department Requirements

You must submit an ILC (Improvement Location Certificate) prior to C.O. It is recommended that you fax or deliver the ILC to the Zoning Department for review *as soon as the foundation has passed inspection* by your Engineer (to verify the correct setbacks have been met). If the ILC was not submitted prior to submittal of the required paperwork (*listed above*), it must be submitted as part of the entire package and must be submitted **at least 48 hours** prior to the date the C.O. is needed.

- ILC (Improvement Location Certificate): Date submitted \_\_\_\_\_  Delivery  Fax

## Other Department Requirements

Other departments that may be required to sign off in the computer in order for you to obtain the C.O. are listed below. It is the owner's/contractor's responsibility to contact the appropriate departments.

Building Inspection	221-6769	Poudre Fire (multifamily only)	221-6570
Engineering Inspection	221-6609	Backflow (if required)	221-6700
Floodplain (if applicable)	221-6700	Stormwater Engineering	221-6700
Water Meter final (if City)	221-6700	Stormwater Erosion	221-6700
Water Meter final (if FCLWD)	226-3104	Water Meter final (release from Boxelder)	498-0604

*Please photocopy all file paperwork you desire to keep prior to submitting the originals to the Building Department (located in the Development Review Center). Alternatively, photocopies can be obtained from the Development Review Center at the cost of .25 cents per page.*

Name of person submitting paperwork: \_\_\_\_\_  
Please Print Date