



Development Review Center
281 N College Ave
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Ft Collins, CO 80522
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970.224.6134-fax
fcgov.com

RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

REVISED 12/13/07

Below is a list of items required to obtain a Residential Certificate of Occupancy. The paperwork is required at least 48 hours prior to C.O. issuance. To prevent misplaced or lost paperwork required by the Building 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:

- | | |
|--|--|
| <input type="checkbox"/> Engineer's Signed/Stamped Foundation Letter | <input type="checkbox"/> Engineer's Signed/Stamped Footing Letter |
| <input type="checkbox"/> Engineer's Signed/Stamped Perimeter Drain | <input type="checkbox"/> Engineer's Signed/Stamped Dampproofing Letter |
| <input type="checkbox"/> Mechanical Disclosure | <input type="checkbox"/> Insulation Disclosure |
| <input type="checkbox"/> Boxelder Sanitation Release (if applicable) | |

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

- | | |
|---|---|
| <input type="checkbox"/> Air Sealing Disclosure | <input type="checkbox"/> Blower Door Disclosure |
| <input type="checkbox"/> Final 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*), the original 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 Departments 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)	221-6570
Engineering Inspection	221-6609	Backflow (if required)	221-6700
Stormwater	221-6700	Stormwater Engineering	221-6700
Floodplain (if applicable)	221-6700	Stormwater Erosion	221-6700
Water Meter final (if City)	221-6700	Water Meter final (if FCLWD)	226-3104
Water Meter final (if Boxelder)	493-2044		

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