



Commercial Certificate of Occupancy Checklist

Use for: New commercial buildings, first-time tenant finishes, or change of occupancy projects. (NOTE: for mixed-use buildings containing dwelling units, see the Multi-family C.O. checklist *also*).

It is the owner's/contractor's responsibility to contact the appropriate departments for these sign-offs.

NOTICE: Some tasks have a 3-week processing time.

View all sign-off requirements here: <http://fcgov.com/CitizenAccess/>

Building Department Requirements

Submit the following building docs (*as applicable* to the project) to buildingdocs@fcgov.com.

All files should be [named properly \(link\)](#) before submitting. All building docs must be submitted **at least 48 hours** prior to the date the C.O. is needed.

3rd party inspections (structural):**

- Foundation/Footing/Formwork/Reinforcement
- Pre/Post Tension Slab (if used)
- Special inspection on structural masonry
- Sheer wall inspection (if 3 or more stories)
- Special inspection on high-strength bolting
- Special inspection on welding
- Dampproofing (for crawlspace or basements)
- Perimeter Drain (for crawlspace or basements)

3rd party inspections:

- Elevator/Lift Inspection
- Medical Gas report (oxygen, nitrous oxide)
- Other

3rd party inspections (fire protection):

- Special inspection on spray-applied Fire-proofing
- Special inspection on fire stopping (2 hour or more rated assemblies)

Building Performance:

- Commercial Test and Balance report for new HVAC systems or hoods (passing within 10% of design)
- [Building Air Tightness /Blower Door Test \(link\)](#)
- Commissioning Report (for buildings greater than 15,000 square feet)

Construction Waste and Recycling:

- [Construction Waste Recycling Documentation \(link\)](#) to: environmentalcompliance@fcgov.com

***3rd party inspections are those not performed by City Inspectors. Structural inspections, (including perimeter drain and dampproofing) shall be performed by a Colorado licensed professional engineer with their stamp and signature. A report by a certified special inspector can also be submitted for that specific trade. (i.e. certified welding inspector). Lifts and elevators are required to be inspected by a State of Colorado certified inspector.*

Other Requirements

NOTICE: some tasks have a 3-week processing time, see the [Project Close-out Guide \(link\)](#)

These departments below may have requirements prior to signing off on the C.O. All tasks on the citizen access portal must be signed off.

Building Inspection	970-221-6769	Poudre Fire (fire sprinklers)	970-416-2891
Zoning Inspection	970-416-2745	Floodplain (if applicable)	970-416-2632
Engineering Inspection	970-221-6609	Backflow (if required)	970-416-2249
Water Meter final (<i>if City</i>)	970-221-6759	Stormwater Engineering	970-221-6700
Water Meter final (<i>if FCLWD</i>)	970-226-3104	Irrigation Final	970-221-6704
Boxelder Sanitation	970-498-0604	Stormwater Erosion	970-221-6700 #2
Construction Waste Program	970-416-2701		