

Multi-Family Certificate of Occupancy Checklist

Use for: New or change of occupancy, multi-family buildings.
(For mixed-use buildings with *commercial or common areas* see the Commercial CO 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
- Special Inspection on structural masonry
- Sheer wall inspection (if 3 or more stories)
- Perimeter Drain (for crawlspace and basements)
- Dampproofing (for crawlspace and basements)
- Special inspection on welding
- Special inspection on high-strength bolting
- Radon test – ground floor (if a fan is not installed)

Construction Waste and Recycling

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

3rd party inspections (other)

- Fire Stopping (2hr or more rates assemblies)
- Spray-applied Fireproofing
- Elevator/Lift inspection

Building Performance:

- [Multi-family Mechanical System Performance \(link\)](#)
- [Multi-Family Air Tightness /Blower Door Test \(link\)](#)

20% of the units in the building including one of each unit type and approximately an equal number of units per floor. Reports must include pressure of units with respect to any attached garages and/or isolated mechanical rooms, if applicable.

- Commissioning Report (for building greater than 15,000 square feet)

***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		