



Building Services
 281 N College Ave. P.O. Box 580
 Fort Collins, CO 80526
 Phone 970-221-6760 Fax 970-224-6134
www.fcgov.com/building

MULTI-FAMILY CERTIFICATE OF OCCUPANCY CHECKLIST

REVISED 11/16/2021

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](#) before submitting. Allow 24hrs for processing building docs.

Special Inspection/Engineer's Letters:

- Foundation/Footing/Formwork
- Pre/Post Tension Slab
- Perimeter Drain
- Dampproofing
- Welding Inspection
(by State certified welding inspector or engineer.)
- High-strength Bolting
- Spray-applied Fire-proofing
- Structural Masonry
- Elevator Inspection (by State Elevator Inspector)
- Other: _____

Other Docs:

- Multi-family Residential Test and Balance Report
- Mechanical System Test & Balance Letter
- Final HERS rating
- Commercial Test and Balance Report (for any common areas, passing within 10% of design)
- [Multi-Family Air Tightness /Blower Door Test](#)***
- Commissioning Report

Construction Waste and Recycling

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

***For multi-family buildings up to 3 stories: whole dwelling blower door test reports are required for 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. For multifamily buildings over 3 stories, please refer to the Commercial Certificate of Occupancy Checklist.

Other Requirements

These departments listed below may also have [requirements](#) prior to signing off on the C.O. All tasks on the citizen access portal must be signed of dare listed below. NOTICE: some tasks have a 3-week processing time:

Building Inspection	970-221-6769	Poudre Fire (fire sprinklers)	970-221-6570
Engineering Inspection	970-221-6609	Floodplain (if applicable)	970-221-6700
Water Meter final (if City)	970-221-6759	Backflow (if required)	970-221-6700
Water Meter final (if FCLWD)	970-226-3104	Stormwater Engineering	970-221-6700
Boxelder Sanitation	970-498-0604	Stormwater Erosion	970-221-6700
Construction Waste Program	970-416-2701		
Zoning Inspection	970-416-2745		