



Community Development & Neighborhood Services
 281 North College Avenue
 Fort Collins, CO 80524
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 fcgov.com

Please re-name your *building department final documents* (which are required to close out the building final docs task for building permits).

All final documents become public record and must meet this new format for acceptance:

Address Document Name.pdf

1. Must be PDF Format (no image files)
2. The pdf name must be *less than 50 characters*.
3. If there are *multiple engineer's* observations/letters for a permit, combine them into a single PDF file rather than separate documents. All other documents should be separate (only combine engineering docs when there are multiple for the same project).
4. **Address:** Must be the current approved address.
 - a. The correct address must be *on the document*, matching the pdf address.
 - b. Street name needs to be spelled out, but type of street can be abbreviated Street = St Court=Ct Road = Rd, etc.
5. **Document Name:** What is it? Be clear and concise (*Do not include builder's name, project name, permit #, or misc. text*). Abbreviate if needed for example:
 - a. Mechanical Systems Performance report = Mech
 - b. Engineering Letter = Eng ltr
 - c. Final Energy Report = Energy
 - d. Air tightness test/Blower door = blwr dr
 - e. Special inspection = Spec. Insp.
 - f. Commercial HVAC Test and Balance Report = HVAC TAB

Correct:

Address	Document	Correct Naming
1234 Sand Court, Unit 3	Mechanical systems performance report	1234 Sand Ct #3_Mech.pdf
2020 Green Hillside Lane	Perimeter Drain observation by Engineer	Combine all required engineer's letters into a single pdf file: 2020 Green Hillside Ln_Eng ltr.pdf
	Damp-Proofing observation by Engineer	
	Engineer's footing and foundation observation	

Incorrect:

- 1234 #3 Exceptional Contractors Ach2.3_Report Passing. (*Street name? What is this?*)
- 1234 Sand Court Unit 3_Report (*What type of report?*)

02/03/2021

Rich Anderson

Chief Building Official, City of Fort Collins

Date