



## How to Close out a Construction Project and Receive:

Letter of Completion (LOC) or Certificate of Occupany (CO)

Inspection	Document	Item Needed (Green Check Mark in Citizen Access = Completed Task)	Contact information for: submitting documents or scheduling inspections			Submit prior to CO/LOC
		Specific Requirement	Department Hold	E-mail/website	Phone	Minimum Required Time
	x	Checklist Provided for new buildings or available on Citizen access	<b>Bldg Dept Req Docs</b> (Final Building Documents)	<a href="mailto:buildingdocs@fcgov.com">buildingdocs@fcgov.com</a>	970-416-2757	<b>24 hrs</b>
x		Single Family Attached, MF, and commercial only: Provide access to, and tag meters with unit # address . Electrical in every unit must be energized.	<b>Cust Sve Meter Verification</b> (Electric Meters)		970-224-6093	<b>1 Week</b>
x		For Setting Electric Meters after "energize" building inspection	<b>Electric Meter Shop</b>	<b>Not a sign off in workflow</b>	970-221-6382	
x		Final inspections may be called in.	<b>Engineering Final</b>		970-221-6609 (Inspection Line)	
x		Final inspections can be scheduled on the PFA website	<b>Poudre Fire Authority</b>	<a href="http://www.poudre-fire.org/">http://www.poudre-fire.org/</a>	970-416-2892	<b>48 hrs</b>
	x	An Overall Site and Drainage Certification and/or a Lot Certification from the registered professional engineer certifying compliance with the approved plans.	<b>Water Utilities Engineering</b> (Site Grading)	<a href="mailto:WaterUtilitiesEng@fcgov.com">WaterUtilitiesEng@fcgov.com</a>	970-221-6700 #2	<b>2 weeks</b>
	x	See comments in Citizen Access	<b>SW Erosion Final</b> (Utilities-Erosion)		970-221-6700 #2	
	x	New buildings or additions located in flood plains need a FEMA elevation certificate by a surveryer.	<b>SW Flood Plain Final</b>		970-416-2632 (voicemail)	<b>2-3 Weeks</b>
	x	Certification and proof of work need to be e-mailed. An inspection may be required after review of documents.	<b>SW Soil Prep Certification</b> (Soil ammendments)	<a href="mailto:erosion@fcgov.com">erosion@fcgov.com</a>	email is best 970-221-6700	<b>2 weeks</b>
	x	See comments in Citizen Access. Backflow test report is required for residential and commercial irrigation systems. Inspection may be required.	<b>WWW Gen Backflow Final</b>	<a href="mailto:nmill@fcgov.com">nmill@fcgov.com</a>	970-416-2249	<b>24 hrs</b>
x		Irrigation Plan to be submitted to Eric Olson.	<b>Utilites - Irrigation</b>	<a href="mailto:eolson@fcgov.com">eolson@fcgov.com</a>	970-221-6704	<b>1 Week</b>
x		Meter Shop (City) <b>970-221-6759</b> Boxelder Sanitation <b>970-498-0604</b> Ft Collins/ Loveland Water <b>970-226-3104</b>	<b>Water Meter</b> (a project will be in 1 of 3 water districts listed )		See "requirements"	
	x	<b>Residential:</b> ILC + Street Tree Permit from Forestry Department (or Escrow)	<b>Zoning Final</b>	<a href="mailto:zoning@fcgov.com">zoning@fcgov.com</a>	email is best 970-416-2745	<b>1 Week</b>
x		<b>Commercial:</b> Site and Landscape Inspection or Escrow				
x		All inspections must be passed/completed	<b>Building Inspections</b> (Building Insp Completed )		970-221-6769	<b>24hrs</b>