



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](http://www.fcgov.com/building)

# RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

REVISED 12/2/2019

Below is a list of items required to obtain a Residential Certificate of Occupancy. Please submit this checklist along with all required documents to Building Services.

## Building Department Requirements

These documents are required at least 24 hours prior to C.O. issuance. To prevent misplaced or lost documents required by the Building Department **all documents must be submitted at one time.**

Permit Number: \_\_\_\_\_  Single Family Detached  Single Family Attached  Duplex  
Permit number is required

Job Site Address: \_\_\_\_\_  
Number Street Name Designation (Dr, St, Ave, etc)

The following forms are required if the boxes are checked:

### Engineer's Signed/Stamped Letter(s) RE:

- |  |   |
|--|---|
| <input type="checkbox"/> Foundation/Footing/Formwork | <input type="checkbox"/> Mechanical System Test Report              |
| <input type="checkbox"/> Pre/Post Tension Slab       | <input type="checkbox"/> Blower Door Test Report***                 |
| <input type="checkbox"/> Perimeter Drain             | <input type="checkbox"/> Final HERS rating                          |
| <input type="checkbox"/> Dampproofing                | <input type="checkbox"/> Construction Waste Recycling Documentation |
| <input type="checkbox"/> Other: _____                | <input type="checkbox"/> Special inspection on welding              |

\*\*\*A whole house blower door test report is required for each single family (attached and detached) dwelling unit. Report must include pressure of house with respect to attached garage and/or isolated mechanical room, if applicable.

## Zoning Department Requirements

You must submit an ILC (Improvement Location Certificate) prior to C.O. It is recommended that you email the ILC to [zoning@fcgov.com](mailto:zoning@fcgov.com) as soon as the foundation has passed inspection by your Engineer. The ILC must be submitted **at least 24 hours** prior to the date the C.O. is needed.

ILC (Improvement Location Certificate): Date submitted: \_\_\_\_\_  Delivery  Email

## Other Departments Requirements

Other departments that may have requirements prior to signing off on the C.O. are listed below. It is the owner's/contractor's responsibility to contact the appropriate departments for these sign-offs.

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

**You may view required sign-offs for your permit online at:**

<https://accela-aca.fcgov.com/CitizenAccess/Default.aspx>

*Please photocopy all paperwork you desire to keep prior to submitting the originals to Building Services.*

Name of person submitting paperwork: \_\_\_\_\_  
Please Print Date