



Residential Certificate of Occupancy Checklist

Use for: single family detached, duplex (two-family) and single family attached townhomes.

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 requirements for close-out 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: **

- Foundation/Footing/Formwork/Reinforcement
- Pre/Post Tension Slab (if used)
- Sheer wall inspection (if 3 or more stories)
- Perimeter Drain (for crawlspace and basements)
- Dampproofing (for crawlspace and basements)
- Special inspection for welding
- Special inspection for high strength bolting
- Special inspection on structural masonry
- Special inspection on elevator/lift
- Other:

Building Performance:

- [Mechanical Systems Performance Report \(link\)](#)
(1 per dwelling unit)
- Blower Door Test Report (1 per dwelling unit)***
- Final energy report/HERS
(If performance energy path)
- Radon test (if fan was not installed)

Construction Waste and Recycling:

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

**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.*

***A whole house blower door tests must include pressure of house with respect to attached garage and/or isolated mechanical room, if applicable.

Zoning Department Requirements

Submit an ILC (Improvement Location Certificate) to 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) for new construction.

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 (if City) | 970-221-6759 | Stormwater Engineering | 970-221-6700 |
| Water Meter final (if FCLWD) | 970-226-3104 | Stormwater Erosion | 970-221-6700 #2 |
| Boxelder Sanitation | 970-498-0604 | Construction Waste Program | 970-416-2701 |