



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

RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

REVISED 11/16/2020

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 your project to buildingdocs@fcgov.com.
 All files should be [named properly](#) before submitting. Allow 24hrs for processing building docs.

Engineer's Signed/Stamped Letter(s):

- Foundation/Footing/Formwork
- Pre/Post Tension Slab
- Perimeter Drain
- Dampproofing
- Special inspection on welding
 (Engineer's letter or report by state certified welding inspector)
- Special inspection high strength bolting.
- Other: _____

Building Performance:

- Residential Mechanical Systems Performance Report
- Blower Door Test Report***
- Final HERS rating (energy report)

Construction Waste and Recycling

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

***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 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)

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		