

310 N Mason St

MB



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

COMMERCIAL CERTIFICATE OF OCCUPANCY CHECKLIST

REVISED 02/25/2014

Below is a list of items required to obtain a Commercial 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: B1306579 Type of Heat: GAS SQ FT: Comm. _____ Res. _____
Permit number is required

Job Site Address: 3 NORTH MASON STREET
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:

- Foundation/Footing/Formwork Piers
- Pre/Post Tension Slab
- Perimeter Drain
- Welding/High-strength Bolting
- Spray-applied Fire-proofing
- Structural Masonry
- Elevator
- Other: Shear Walls
- Mechanical System Test Report (1 per dwelling unit)
- Mechanical System Test & Balance Letter i.e., Fitness, etc
- Insulation Disclosure
- Boxelder Sanitation Release
- Bldg Air Tightness Rpt/Blower Door Test Rpt***
- Final HERS rating
- Fenestration Letter
- Commissioning Report

***For multifamily buildings over 4 stories: whole dwelling blower door test reports are required for 20% of the units in the building. Reports must include pressure of units with respect to any attached garages and/or isolated mechanical rooms, if applicable. For multifamily buildings up to 4 stories, please refer to the Multifamily Certificate of Occupancy Checklist.

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
Water Meter final (if Boxelder)	498-0604	Stormwater Erosion	221-6700

You may view required sign-offs for your permit online at <http://amos.fcgov.com/CitizenAccess/>.

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

Name of person submitting paperwork: _____
Please Print Date