



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)

# COMMERCIAL CERTIFICATE OF OCCUPANCY CHECKLIST

REVISED 11/16/2021

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 sign-off requirements here: <http://fcgov.com/CitizenAccess/>

## Building Department Requirements

Submit the following building docs (as applicable to the project) to [buildingdocs@fcgov.com](mailto:buildingdocs@fcgov.com). All files should be named properly before submitting. Allow 24hrs for processing building docs.

### Special Inspections/Engineer's letters:

- ☐ Foundation/Footing/Formwork
- ☐ Pre/Post Tension Slab
- ☐ Structural Masonry
- ☐ Perimeter Drain
- ☐ Dampproofing
- ☐ High-strength Bolting
- ☐ Welding Inspection  
(by State certified welding inspector or engineer.)
- ☐ Spray-applied Fire-proofing
- ☐ Elevator Inspection (by State elevator inspector)
- ☐ Other: \_\_\_\_\_

### Building Performance

- ☐ Multi-Family Residential Test and Balance Report
- ☐ Mechanical System Test & Balance Report
- ☐ [Building Air Tightness /Blower Door Test](#) \*\*\*
- ☐ Commercial Test and Balance Report  
(passing within 10% of design)
- ☐ Commissioning Report

### Construction Waste and Recycling

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

\*\*\*For multi-family buildings over 3 stories: whole dwelling blower door test reports are required for 20% of the units in the building including one of each unit type and approximately an equal number of units per floor. Reports must include pressure of units with respect to any attached garages and/or isolated mechanical rooms, if applicable. For multifamily buildings up to 3 stories, please refer to the Multifamily Certificate of Occupancy Checklist.

## 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
Zoning Inspection	970-416-2745
Engineering Inspection	970-221-6609
Water Meter final (if City)	970-221-6759
Water Meter final (if FCLWD)	970-226-3104
Boxelder Sanitation	970-498-0604
Construction Waste Program	970-416-2701

Poudre Fire (fire sprinklers)	970-416-2892
Floodplain (if applicable)	970-224-6036
Backflow (if required)	970-416-2249
Stormwater Engineering	970-221-6339
Irrigation Final	970-221-6704
Stormwater Erosion	970-221-6015