

COMMERCIAL NEW CERTIFICATE OF OCCUPANCY CHECKLIST

PERMIT #:

SITE ADDRESS:

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR A CERTIFICATE OF OCCUPANCY:

BUILDING:

- *FOUNDATION WALL AND REINFORCING STEEL
-
- *WATERPROOFING
- *DRAIN
- *VOID
- *EXCAVATION
- *PIERS/CAISSONS/FOOTINGS
- *CONTINUOUS SPREAD FOOTINGS
-
- *SEWER AND WATER SERVICE LETTER
- INSULATION OR PERFORMANCE COMPLIANCE CERTIFICATE
- ROOF MANUFACTURER WARRANTY LETTER
-
- HVAC - TEST AND BALANCE
- COMPLETED FINAL INSPECTION RECORD

- **FINAL GRADE CERT
- **IMPROVEMENT LOCATION CERTIFICATE (ILC)

CASTLE ROCK WATER:

- POTABLE BACKFLOW INSPECTION
- IRRIGATION BACKFLOW INSPECTION
- LANDSCAPE INSPECTION
- WATER METER SET
- LANDSCAPE SURETY AMOUNT

MUNICIPAL REQUIREMENTS:

- FINAL SITE COMPLIANCE
- FIRE DEPARTMENT APPROVAL
- TAX/BUSINESS LICENSE CONFIRMATION
- LIQUOR LICENSE (IF APPLICABLE)
- TRI COUNTY HEALTH APPROVAL (RESTAURANTS, POOLS, DAY CARE)

After all required documents are uploaded and a Final Building Inspection is complete, please request a **"B:REQ CO REVIEW"** Inspection on eTrakit. Requesting this inspection will begin the Certificate of Occupancy Review.

Certificates of Occupancy will be issued 3 business days after all required documents *have been reviewed and approved*. Document review may take up to 3 business days.

****REQUIRES AN ENGINEER WET STAMPED LETTER OR CERTIFICATE***

***** REQUIRES AN ENGINEER OR PROFESSIONAL LAND SURVEYOR WET STAMPED CERTIFICATE***