

Development Services
Building Division
100 N Wilcox Street
Castle Rock, CO
80104

Policy / Procedures

Date created: 4/19/17

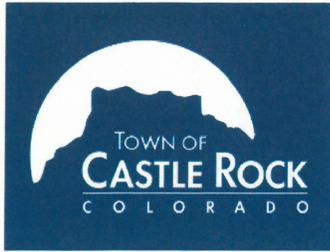
Policy: No Same Day Certificate of Occupancy Issuance.

Definition: A same day Certificate of Occupancy is a document that is created and dated the same day that final inspections are completed or the same day that the Town receives final documentation for review.

Clarification: The Development Services Manual states: "when all items are submitted and approved, the certificate will be issued within 24 hours."

The Building Division's final document review may take up to 3 for review and approval.

Discussion Summary: In alignment with Town Values of providing exceptional public service to internal and external customers it has been deemed appropriate to implement more specific structure and time frames for Certificate of Occupancy issuance. In order to do this it is imperative that requests for Certificate of Occupancy issuance are processed in the order in which they are received. In order to verify that all required documentation and that the legal record and associated Certificate of Occupancy are accurate additional layers of review are necessary.



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Memorandum

No Same Day Certificate of Occupancy Issuance Policy

Effective immediately (4/19/2017) the Building Division will be unable to issue a Same Day Certificate of Occupancy for any building permits.

A same day Certificate of Occupancy is a Certificate of Occupancy that is dated the same day that final inspections are completed or the same day that the Town receives final documentation for review.

The Development Services Manual states: "when all items are submitted and approved, the certificate will be issued within 24 hours."

The building division's final document review may take up to 3 days before approval.

A handwritten signature in blue ink, appearing to be "JM", is written over a blue circular stamp.

Joseph Montoya

Chief Building Official