



# RESIDENTIAL TRACT / CUSTOM TCO / CO CHECKLIST

The following items are the minimum required submittal documents for review.  
All documents must be in PDF format. See the [electronic submittal guidelines](#) for more information.

## REQUIRED PRE-ROUGH DOCUMENTS

- [TOCR Foundation Compliance Form](#)
- OR**
- Excavation/Preparation
- Footings/Piers/Caissons
- Spread Footing (if applicable)
- Void Engineer Letter (if applicable)
- Foundation Drain (if applicable)
- Foundation Walls/Reinforcing Steel
- Electrical Ground/UFER
- Water Proofing/Damp Proofing
- [Water](#) and [Sewer](#) Service Letter
- No Burn Certificate

## REQUIRED CO DOCUMENTS

- Final DESC Review **OR**  
[Residential DESC Bond Form](#)
- Final Grade Cert (unless bonded)
- Final Inspection Card with Final Building Complete (including MEP)
- Fire Department Review Approval
- Improvement Location Certificate
- Insulation Certificate/Energy Report

(including required pre-rough documents)

- Irrigation Backflow
- Potable Backflow
- Skyline/Ridgeline Inspection **OR**  
[Deferred Planting Form](#) (if applicable)
- Water Meter Set (up to 4 days)  
[Castle Rock Water](#) 720-733-6000
- WEP CO Review (up to 3 days)  
(if applicable)

After all required documents are uploaded and a Final Building Inspection is complete, please request a **“R: REQ CO REVIEW”** Inspection on eTrakit. Requesting this inspection will begin the Certificate of Occupancy Review. Document review may take up to 3 business days.