

Building Certificate of Occupancy (CO) / Temporary CO (TCO) **Submittal Item List**

Important notes about submissions of this item list

- All applications must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit the document as PDF file type only.
- Item list approvals will be delayed if they are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- The following items (as applicable) are to be submitted to the building department, reviewed, and approved at least 2 business days prior to closing out the file and/or receiving a Certificate of Occupancy. All rough and final inspections must be “approved” through Citizens Access, along with confirmation of Fire Department approval prior to the request for Certificate of Occupancy.
- **IMPORTANT NOTE:** After completing the “Submittal Item List” on page 2, please upload this document together with all the referenced documents in the list (as applicable) to the [Customer Access](#) portal, using the “CO/TCO Documents” type.

Building CO/TCO - Submittal Item List

Address: _____ Permit Number: _____

	Submittal Item	N/A	Provided	Initials
1	Engineer's stamped & signed foundation letter, with inspection date.			
2	Engineer's stamped & signed "General Compliance Letter".			
3	Fire Department approval letter or approval email.			
4	Improvement Survey (required & approved by Zoning).			
5	Insulation and Energy Loss Affidavit or Compliance Letter.			
6	Landscaping Inspection (required & approved by Planning)			
7	Tri-County approval (septic system, food service, etc.)			
8	Completed contractor information, license numbers, etc.			
9	Building Component Certification Affidavit.			
10	MHIP certification insignia from the State & label from Arapahoe County.			
11	Special Inspection letters for welding, fireproofing, etc.			
12	Elevator inspection certificate by the DRCOG inspector.			
13	Test and Balance (TAB) Report.			
14	Access Control Permit Approval.			