



City and County of Broomfield

Community Development
303.438.6370

1 DesCombes Drive
303.438.6207 FAX

Building Division

Broomfield, CO 80020
www.broomfield.org

NEW SINGLE FAMILY DWELLING **CERTIFICATE OF OCCUPANCY PROCEDURE**

Broomfield Municipal Code Chapter 15-03-120 states that no building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy (C.O.). Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. After the building official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the department of building safety, the building official shall issue a certificate of occupancy.

In order to determine if the residence has no building code violations and is in compliance with other laws or ordinances of this jurisdiction, the Building Division reviews inspection records, special inspection submittals, water meter records, required homeowner acknowledgements, site development plan compliance issues, grading performance certificates, improvement location certificates, and more. All of these items take time to review; therefore advance submittal of documents is important. Please submit all C.O. documents at one time at least 72 hours before the certificate of occupancy is needed for closing. We realize that some documents may not be available, or the final inspections may not be complete at the time of submittal; we are asking for as much notice as possible and grouping of submittals to expedite our reviews. We have developed a checklist for the process for builders to check off as they submit, and for the plans examiners to indicate approval of each item.

Following the C.O. checklist is an explanation of the special inspections required and the special inspection checklist. Also included are blank documents that you may need.

BROOMFIELD RESIDENTIAL C. O. CHECK LIST

ADDRESS _____ PERMIT # _____

Requested by: _____ Cell # _____ Closing date _____

All submittals should be submitted with this checklist in one package or email (if at all possible) not less than 3 working days before the C.O. is needed. The final inspection card and buyer-signed documents may be submitted on the last day. Please try not to submit items one at a time, as that increases our processing time.

Submitted Approved

_____ Verify all **Final Inspections** are signed off.

_____ Verify SEF Paid (and other fees such as Lift Station, Outfall Fee).

SUBMITTALS NEEDED:

_____ **Stamped ILC**, verify setbacks, easements, legal description, etc. with approved plot plan.

_____ **Stamped Grading Performance Certificate** (including the legal description, all easements and setbacks) shall indicate direction of flow and the percent of slope along: property lines, drainage swales, driveways, and away from the house. The certificate shall include an affirmative statement that *inspection of the site has been performed and that the lot will drain adequately and in conformance with the grading performance plan*. Grading Non-compliance Statement is only permitted with prior Chief Building Official approval - ask for details.

_____ **Landscape Certificate** required for all projects.

_____ **Slab on Grade Acknowledgment** letter signed by buyer (check legibility and recorded, \$11.00). Buyer needs to sign this before closing. If buyer is known, contractor may not sign in lieu of buyer.

_____ Energy: Prescriptive: Insulation certificate, duct leakage results & mechanical compliance checklist.

_____ Energy: Performance Option: Insulation certificate & final report by RESNET accredited rater.

_____ Energy: All Options: HVAC balance report on custom homes and first production model.

_____ EIFS, One or Two Coat Stucco Installation Card, ER# _____

_____ **Final Roofing installation affidavit**, signed by roofer and general contractor.

_____ Verify water meter installed, meter number _____

_____ Verify well and septic system inspection approved per Health Dept. (720-887-2236 – Britt).

SPECIAL INSPECTIONS:

_____ Double check special inspection letter checklist

_____ Stamped Slab on Grade inspection

SPECIAL LETTERS:

_____ Broadlands Open Space & Golf Course Acknowledgement

_____ McKay Landing Open Space Disclosure

_____ Anthem Airport Acknowledgement

_____ Lambertson Farms Addendum

_____ Other

APPROVED FOR C.O. by: _____ Date _____



COMMUNITY DEVELOPMENT DEPARTMENT CITY AND COUNTY OF BROOMFIELD

Landscape Compliance Statement – Residential Neighborhood Overlay Area and PUD Districts

Property Address: _____

Subdivision: _____

Property Owner: _____

Home Builder or Land Developer: _____

Please check the box that applies:

- Landscaping for the above referenced address has been installed in compliance with the requirements of the Broomfield Municipal Code for the Neighborhood Overlay Area District (BMC 17-25).
- Landscaping for the above referenced address has been installed in compliance with the Site Development Plan and Planned Unit Development Plan for the above referenced address.
- Landscaping has not been installed by the home builder or land developer*. The home builder shall provide a landscape certificate to the home owner for the installation of required landscaping to ensure compliance with the landscape requirements of the site development plan and Planned Unit Development Plan for the referenced subdivision.
- Landscaping is not required prior to issuance of a certificate of occupancy for the subject property.

(Home Builder Representative Signature)

(Date)

(Print Name and Title)

*Please be aware that some site development plans require the installation of front yard landscaping prior to certificate of occupancy. Please verify with the Planning Division prior to submitting this form to the Building Division.



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FINAL ROOFING INSTALLATION AFFIDAVIT

The roofing contractor shall complete this document and submit it to the Building Division. A Certificate of Occupancy will not be issued until this affidavit has been received and approved by the Building Division.

Project address: _____

Name of Project: _____

Name of Roofing Contractor: _____

Roof Details:

Framing: _____ (example: wood trusses, steel trusses, concrete, etc.)

Roof sheathing: _____ (example: 1/2" inch OSB, 3/8" plywood, metal deck, etc.)

Slope of roof sheathing: _____ (example: 4 / 12, 1/4 inch per foot, etc.)

Underlayment: _____ (example: 15# felt, 30# felt, recovery board, etc.)

Type of Roofing: _____ (example: asphalt shingles, concrete tile, built-up, etc.)

Roofing Manufacturer: _____ (example: Tamko, Owens Corning, Firestone, etc)

Roofing Type/Style: _____ (example: Heritage, Oakridge, Rubbergard 45 mil EPDM, etc.)

Attachment: _____ (example: 6-1 1/2" roofing nails/shingle; 2 fasteners/tile, etc.)

Roof-mounted attic ventilation has been installed to comply with approved plans: Yes _____ No _____

Flashing has been installed in accordance with the currently adopted codes: Yes _____ No _____

As a representative of the **roofing contractor**, I hereby certify that the roofing installation at the above address was performed in accordance with the currently adopted codes and the manufacturers' installation instructions, including but not limited to the items indicated above.

Name: _____ Signature: _____ Date: _____

As a representative of the **general contractor** for the project noted above, I understand that this roofing was not inspected after installation was complete; I accept responsibility for its compliance with all currently adopted codes and including but not limited to the items indicated below.

Roof covering assembly matches that approved by plans examiner: Yes _____ No _____

High and low attic ventilation has been installed to comply with approved plans: Yes _____ No _____

Name: _____ Signature: _____ Date: _____



FINAL ENERGY CONSERVATION CODE COMPLIANCE

SIMULATED PERFORMANCE - Compliance is determined by documentation submitted from approved software. Software tools shall have RESNET (Residential Energy Services Network) accreditation to perform the simulated energy performance calculation required by IECC Section R405.3.

For C.O. every house shall submit:

- 1. A final report and compliance certificate from the approved on-site third party accredited RESNET rater.**

This final building rating document shall include the following:

- Component characteristics of installed insulation, windows, doors, etc.
- Mechanical system details and compliance checklist.
- Duct leakage (to outside and total).
- Infiltration rate of overall building envelope.
- Name of individual who performed the field inspections and issued the final rating.
- Name of individual completing report.
- Name and version of the compliance software tool.

At time of final inspection, the compliance certificate shall certify that the house complies with IECC Section R405.3 and the minimum requirements of the 2012 IECC.

- 2. A copy of the insulation installer's insulation card for the home.** Please note that an insulation inspection by the Broomfield Building Division is required for the simulated performance alternative unless the approved third party RESNET rater has agreed to verify insulation installation meeting Grade 1 installation quality.
- 3. Balance Report.** To verify that the air flow meets the approved calculations, the report shall show all criteria given in the form below. When a builder is working from approved master plans, a balance report is required only the first time each model is built

PRESCRIPTIVE - Insulation, air barrier, and blower door test verification for air leakage shall be inspected/observed by City and County of Broomfield Building Division. The "**duct blaster**" test for heating and cooling duct leakage shall be performed by the contractor at rough or final stages in accordance with IECC Section R403.2.2. A written report of the results shall be provided to the Building Division prior to C.O. The builder shall leave the National Fenestration Rating Council (NFRC) labels on all windows and doors at time of rough inspections so inspectors can verify compliance.

The builder shall provide a **Balance Report** at time of final inspection that verifies that the air flow meets the calculations submitted at time of permit issuance. This report shall show the following: static pressure at final (total static shall not be more than the manufacturers' listing and add supply, return, AC coil and filter for total static pressure; total flow and room to room flows. Room to room pressures are not to exceed 3 pa (Pascal) which is the industry standard. If outside air is introduced into the system or if the whole house ventilation is accomplished by use of exhaust only fans, these flows shall be measured to determine if they are performing as designed. When a builder is working from approved master plans, a balance report is required only the first time each model is built.

- Please submit a copy of the insulation installer's **insulation card** for the home.
- Mechanical system details and compliance checklist.

HVAC System Verification with Testing

Contractor _____	Date
Subdivision _____	
Address _____	Lot

Rough Duct Leakage			
Duct Leakage	<input style="width: 90%;" type="text"/>	Pass	Fail
Leakage Maximum	<input style="width: 90%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

Rough Pressures & Flows					
Static Pressure	yes	no			
Coil Present	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>			
Filter Removed	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>			
Cooling Speed	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	-		
Return Pressure	<input style="width: 30px;" type="text"/>				
Supply Pressure	<input style="width: 30px;" type="text"/>				
Total Static Pressure	<input style="width: 30px;" type="text"/>	Pa.		Pass	Fail
Maximum Static Pressure	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>		<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Air Cycler	low	high			
Measured Flow	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>		Pass	Fail
Design Air Flow	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>		<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Air Flow For Cooling	low	high			
Design Air Flow	<input style="width: 100px;" type="text"/>			Pass	Fail
Total Supply Measured Air Flow	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>		<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

Final Commissioning					
Air Flow				Pass	Fail
All Rooms +-20% of Design	<input style="width: 30px;" type="text"/>			<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
All Rooms <3Pa.	<input style="width: 30px;" type="text"/>			<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Heating					
Return Air Temp	<input style="width: 30px;" type="text"/>	-	-		
Supply Air Temp	<input style="width: 30px;" type="text"/>				
Furnace Heatrise	<input style="width: 30px;" type="text"/>			Pass	Fail
Furnace Heatrise Range	<input style="width: 30px;" type="text"/>			<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Air Conditioning					
Condenser Air Entering Temp	<input style="width: 30px;" type="text"/>				
Target Subcooling from Mfg.	<input style="width: 30px;" type="text"/>	<12 SEER=10			
Liquid Line Temp	<input style="width: 30px;" type="text"/>	12SEER =15			
High Side Temp (from gauge chart)	<input style="width: 30px;" type="text"/>			Pass	Fail
Actual Subcooling	<input style="width: 30px;" type="text"/>	3 degrees from target?		<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Structural Floor Exhaust Fan	low	high			
Measured Flow	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>		Pass	Fail
Design Air Flow	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>		<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>