

BROOMFIELD RESIDENTIAL CERTIFICATE OF OCCUPANCY CHECKLIST

Address _____ Permit # _____ Model _____ Lot ____ Blk ____

Requested by: _____ Cell #: _____ Closing date: _____

Submit	Approved	All C.O. packets shall be submitted with this checklist not less than 7 business days before the C.O. is needed. Please see the C.O. Policy letter dated 3-12-2025.
		Verify all Final Inspections are signed off ___ and the inspection card is submitted ___.
		Verify SEF Paid (and other fees such as Lift Station, Outfall Fee).
		Improvement Survey Plat (ISP): verify setbacks___, easements___, Lot #___, Blk #___, TOF _____, Stamp___, Legal___ compare with approved plot plan___.
		Stamped Grading Performance Certificate: direction of flow___, % of slope along property lines___, % drainage swales___, % away from the house___; (4 prop crns___; <.2 chg) ___; 4 house crns___; TOF___; PE stamp___. Affirmative statement that an inspection of the site has been performed and the grading for the lot shown hereon accurately reflects the design of the approved grading performance plan___. Driveway Acknowledgement Letter (driveway exceeds 10% slope) ___.
		Grading Non-compliance Statement is only permitted with severe weather conditions & CBO approval. Date submitted _____. Date it expires _____.
		Slab on Grade Acknowledgment (required for slab on grade basement floors only) letter signed by buyer (check legibility and recorded, \$43.00). Buyer needs to sign this before closing. If the buyer is known, contractor may not sign in lieu of the buyer. Please submit to the Central Records Office.
		Energy: Prescriptive Option: Insulation certificate ___ &/or Mechanical Compliance checklist ___ &/or UA___ by accredited rater. ACH___. Blower door test (ACH)___ . Duct Leakage test___.
		Energy: Performance Option: Insulation certificate ___ & final report ___ by accredited rater.
		Energy: Energy Rating Index (ERI) Option: Insulation Certificate___ & Final Energy/HERS___ by accredited rater.
		Final Fire Sprinkler Inspection signed off by North Metro Fire on the Inspection Record Card___. Backflow Solutions, Inc. (Bsi) Backflow Program Registration Completed ___.
		EIFS, One or Two Coat Stucco Installation Card, ICC ER# _____.
		Final roof inspection___ OR Final Roof Affidavit___ (signed by roofer and general contractor).
		Verify 3 rd party Special Inspections: Shear wall ___, Lath ___, Drywall ___, Porch post ___, Deck ___, Truss clips ___, Mid Roof ___, Final Roof ___, TPO ___, Framing___, Fireblocking___, Underdrain___.
		Verify water meter installed, meter number _____.
		Verify well and septic system inspection approved per Health Dept. (720-887-2236 – Britt).
		Double check rough letter checklist (may have outstanding items at frame inspection).
		Stamped Slab on Grade inspection letter (floating walls/mech/plbg in basement) required per the Soils Report.
I	I	Energy: All Options: HVAC balance report on custom homes and first production model___. Internal Checklist: Insulation cert___ Final energy report: HERS___ ERI___ EnergyStar___
		Final No Burn Evaluation letter.
		Anthem Airport Acknowledgement letter.
		Final DRC Certificate of Compliance.