



BUILDING INSPECTION
385 Kimbark Street, Longmont, CO 80501
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www.longmontcolorado.gov

Commercial Certificate of Occupancy Contractor Checklist

COMMERCIAL C. O. CONTRACTOR CHECKLIST

- \$100 TCO FEE (If Required)
- ENGINEER SOIL (Open hole) LETTER (If Required)
- ENGINEER FOOTING/CAISSON LETTER (If Required)
- ENGINEER FOUNDATION LETTER (If Required)
- ENGINEER DAMPPROOF/PERIMETER DRAIN LETTER (If Required)
- SPECIAL INSPECTION LETTER(S) BY ENGINEER (If Required)
- OTHER REPORTS/LETTERS
- HVAC BALANCE REPORT (If Required)
- THIRD PARTY ENERGY INSPECTION REPORTS (If Required)
- ELECTRICAL TEST REPORT (If Required)
- PLANNING APPROVAL (SEE SEPARATE REQUIREMENT LIST)
- W/WW DEPARTMENT FINAL WATER METER INSPECTION CARD (If Required)
- BACKFLOW TEST COMPLETED (PROVIDE REPORT IF REQUIRED)
- PUBLIC WORKS DEPARTMENT APPROVAL (INSPECTION CARD SIGNED)
- FIRE DEPT APPROVAL (INSPECTION CARD SIGNED IF REQUIRED)
- HEALTH DEPARTMENT APPROVAL (PROVIDE COPY OF REPORT IF REQUIRED)
- ILC AND GRADING OR ELEVATION CERTIFICATE (If Required)
- ORIGINAL PERMIT CARD WITH INSPECTOR SIGN-OFFS

NOTES:

PLEASE VERIFY ALL INSPECTION ITEMS ON PERMIT CARD HAVE BEEN SIGNED OFF BY THE INSPECTOR BEFORE REQUESTING A C OF O. OR CERTIFICATE OF COMPLETION