



CERTIFICATE OF OCCUPANCY

Building Division • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012
303.739.7420 • Email: tcoco@auroragov.org

CHECKLIST FOR CO OR TCO

The following request must be completed, submitted and accepted prior to issuance of a CO/TCO.

Contact			<input type="checkbox"/> CO	<input type="checkbox"/> TCO
Contractor Representative				
Requesting CO/TCO for address				
Phone	Fax	Email		

A 24 hour notice is required to obtain Certificate of Occupancy or Temporary Certificate of Occupancy.

The Certificate of Occupancy (CO), either temporary or final, must be issued prior to occupancy of any structure. No CO may be issued until the requirements of all inspection agencies involved are satisfied. If a Construction Supervisor allows occupancy for any reason without a CO the Certificate of Qualification of the Construction Supervisor and the Contractor's License of his employer may be suspended or revoked. Questions concerning issuance of a CO or TCO contact the Permit Center at 303.739.7420.

A fee of \$850.00 is charged for a TCO. If the TCO is converted to a CO by the expiration date, a refund of \$650.00 (for residential) \$500.00 (for commercial) will be returned to the contractor listed on the permit. For the extension of a TCO, there is a non-refundable fee of \$550.00.

Contractor submit all permit card(s) with contractor's name and license number on back of the permit.

INSPECTIONS:

- Engineering, Grade and Zoning 303.739.7420
- Water Meter 303.326.8645
- Irrigation 720.859.4364
- All Building finals (PLUMBING, HVAC, ELECTRICAL, FRAME, LIFE SAFETY) 303.739.7420
- Water Service/Sanitary Service (RESIDENTIAL) 303.739.7393 or 303.739.7395
- Grease Interceptor (COMMERCIAL) 303.739.7490
- Backflow Test (COMMERCIAL) 303.326.8129 or 303.326.8114
- Elevator Certificate of Completion from State of Colorado (COMMERCIAL)
- Radio frequency check 303.739.7420 (COMMERCIAL)

LETTERS/ REPORTS/ MISC

- Engineer letters (Foundation, Piers/Footing/Caissons, Deck Pier, Drain, and Waterproofing)
- ILC (Improvement Land Certificate) with TOF (Top of Foundation)
- For Kitchen Hoods Air Balance Report is Required (COMMERCIAL)
- MED GAS Report (for Medical offices)
- Special Inspections (Commercial)

Fees - - all unpaid fees must be paid prior to CO or TCO