



**CITY OF CHERRY HILLS VILLAGE**  
**COMMUNITY DEVELOPMENT/BUILDING DEPARTMENT**  
**2450 E. Quincy Ave.**  
**Cherry Hills Village, CO 80113**

**CERTIFICATE OF OCCUPANCY INFORMATION**

ALL BUILDING PERMITS FOR NEW HABITABLE STRUCTURES AND MAJOR ADDITIONS REQUIRE A CERTIFICATE OF OCCUPANCY BEFORE BEING OCCUPIED. THIS REQUIREMENT APPLIES TO ALL PROJECTS UNDER CONSTRUCTION. ALL FINAL SURVEYS, FIRE DEPARTMENT INSPECTIONS, BUILDING INSPECTIONS, AND ZONING INSPECTIONS MUST BE COMPLETED PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY. THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE CITY PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

**CERTIFICATE OF OCCUPANCY CHECKLIST**

PROJECT ADDRESS: \_\_\_\_\_

Minimum required for TCO

FINAL BUILDING INSPECTION (GBP# \_\_\_\_\_) \_\_\_\_\_

FINAL ELECTRICAL INSPECTION (EP# \_\_\_\_\_) \_\_\_\_\_

FINAL ELEVATOR INSPECTION (EP# \_\_\_\_\_) \_\_\_\_\_

(if elevator has not had final inspection, door needs to be locked out)

SEWER PERMIT (copy provided to the City) \_\_\_\_\_

WATER SERVICE VERIFICATION (letter from the water provider) \_\_\_\_\_

FIRE DEPARTMENT RELEASE (Sign off on inspection card) \_\_\_\_\_

PUBLIC WORKS VERIFICATION FOR TCO \_\_\_\_\_

Minimum required for CO

DRAINAGE CERTIFICATION (stamped engineer letter and as-built drawings) \_\_\_\_\_

DRAINAGE FACILITIES MAINTENANCE AGREEMENT \_\_\_\_\_

HEIGHT VERIFICATION - USGS DATUM \_\_\_\_\_

(Finished roof ridge elevation/maximum height certified on provided survey)

IMPROVEMENT LOCATION SURVEY (ILC) \_\_\_\_\_

(Surveyed within 2-3 weeks of completion – must include all structures, patios, decks, etc)

PUBLIC WORKS VERIFICATION FOR CO \_\_\_\_\_

FINAL ZONING INSPECTION \_\_\_\_\_

TCO Issued on: \_\_\_\_\_ and expires on \_\_\_\_\_

CO Issued on: \_\_\_\_\_