



**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: _____