



Building Inspection Services
Facsimile: 720-898-7603 ♦ TDD: 720-898-7869
Phone: 720-898-7620 ♦ Email: buildingpermits@arvada.org

CERTIFICATE OF OCCUPANY CHECKLIST - COMMERCIAL
ALL LISTED ITEMS MAY NOT APPLY
SEE TRAKiT FOR OFFICIAL RECORD OF APPROVALS

REQUIRED APPROVED INSPECTIONS:	
BUILDING DEPT:	
Final Electrical	✓
Final HVAC	✓
Final Plumbing	✓
Final Building	✓
CO/TCO*	
ENGINEERING DEPT:	
CO-Public Improvement (Sidewalk, Curb & Gutter)	
PLANNING DEPT:	
Development Inspection**	
Certificate of Landscape Completion	

REQUIRED DEPARTMENT CO/TCO APPROVALS	
Building	
Engineering Development	✓
Fire Protection District	
Planning	
Utilities	✓
Radio Amp (if =>5000 work area or addition)	✓

REQUIRED DOCUMENTS:	
Arvada Foundation Inspection Form****	
Engineering Letters	
Special Inspection Reports	
State Elevator Certification	✓
Final Soils/Geotech Report	
ILC WITH IMPERVIOUS AREA	

REQUIRED PAYMENTS:	
UTILITIES DEPT:	
Water & Sewer Tap Fees ***	
PLANNING DEPT:	
Development Inspection Fees**	
Landscape Escrow Fees**	

*This inspection request will initiate the required dept reviews before a CO/TCO can be released. Please allow a minimum of 3 days for all reviews to be signed off.

**Site verification of exterior building materials are in conformance with approved plans and verification that landscaping is installed per the approved plan or developer agreement (when no landscape escrow involved).

***Must be paid 10 business days prior to sign-off.

****This form must be stamped by a licensed engineer. Include the following: Open Hole / Site Conditions or a letter from a Soils Engineer stating corrections, if any; Footer / Caisson; Wall Steel; Damp Proofing & Drain Seal. Not all will apply for every project.

PLEASE NOTE

All documents must have a permit number written in upper right hand corner when turned in for CO. If not present, we will ask that you write it before accepting the paperwork.

Temporary Certificates of Occupancy may be granted when approved by all departments. All life safety, critical inspections and paperwork must be resolved. These will be reviewed as needed and will cost \$200.