



Policy for: Temporary Certificate of Occupancy, Certificate of Occupancy, and Design Review and Completion Deposit

Temporary Certificate of Occupancy (TCO) Requirements

1. Complete construction of the residence: All life safety measures (temporary or permanent) and building systems (heating, cooking, whole house ventilation, range hood, etc) are satisfied.
 2. Provide the town with a final inspection approval from:
 - Maintenance Supervisor, Bobby Block (driveway valley pan and culvert)
 - Mt. Crested Butte Water & Sanitation District (MCBWS)
 - State Electrical
 - State Plumbing
 - Crested Butte Fire Protection District (CBFPD)
 3. Final approval from Mt. CB Building Department.
- ❖ Please note for a Short Term Rental (STR) License – You cannot apply for a STR license in Mt. CB until the Certificate of Occupancy is issued.

Certificate of Occupancy Requirements

1. Clean and remove all construction materials from the site.
 2. Partial Design Review Compliance – Final grade is completed.
 3. Complete permanent installations for temporary TCO items: i.e. handrails, stairs, guards, etc.
 4. Provide the town with the final approval letter from associated HOA, if applicable.
- ❖ Please Note: At this stage a refund of ½ the design review and completion deposit may be issued. Prior to any refund, the amount owed to the Town through the reconciliation process shall be paid to the Town, or can be subtracted from your ½ refund.

Design Review and Completion Deposit Requirements

1. Provide the town with an Improvement Location Certificate (ILC).
2. Design Review Compliance – All landscaping plantings, revegetation of all disturbed areas, hardscaping (including driveways & walkways), and driveway are completed per the approved plans. The site shall be free of noxious weeds.
3. Reconciliation: The original building permit fee was based on an estimate as a part of Town issuance of the building permit. To receive your Certificate of Occupancy, the Town requires reconciliation on the fees paid for all new construction projects. Please provide the final budget breakdown, that includes the *Total Valuation* of the project.

Total valuation shall mean the cost of the entire project excluding land, design costs (architecture and engineering), water and sewer tap fees and building permit fees.

Construction and building materials shall mean tangible personal property which, when combined with other tangible personal property, lose its identity to become an integral and inseparable part of a completed structure or project, including public and private improvements.
4. Any other remaining items specific to your project.