

## Certificate of Occupancy Checklist

The following list may be utilized to check compliance prior to scheduling a **Temporary Certificate of Occupancy (TCO)** Inspection with the Building Department. In order for the Inspector to allow occupancy within the building, all items below must be complete and compliant with code. The inspector will be testing functionality of appliances.

### Final Inspection Signatures on Permit Card

- Plumbing, Electrical, Fire, Mt. Crested Butte Water & Sanitation District, and Elevator (if applicable)

### Heat

- The building must have an operational heat source which complies with the current mechanical code and which is installed per manufacturer's instructions. *The product manuals shall be available on site for inspection.*

### Plumbing/Mechanical

- This includes Hot Water Heating Devices and valves and venting related to the devices. *Appliance product manuals shall be available on site for inspection.*
- PRV Pipe extension
- Catch Pan or floor drain
- Hot and cold water supply valves and fixtures in place and operational
- Sink traps installed
- Gas appliances connected and valves installed per code.
- Venting - All appliances vented per manufacturer's installation instructions and/or per code.
  - Bathrooms containing a bath or shower shall be mechanically ventilated to the outdoors.
  - Range Hood Vents are operational and compliant with code. *The product manual shall be available on site for inspection.*

### Electricity

- State Final Inspection must be conducted, and approval forwarded to the Building Department
- Service panel cover
- Switch & outlet plate covers
- Fixtures in place or access covered
- Exhaust fans operational and vented properly

### Fireplaces & Stoves - *Appliance product manuals shall be available onsite for inspection.*

- Flue placement and connections, gas shutoff location, Hearth Dimensions, and test functionality

### Safety

- Handrails & Guard (rails) installed and compliant with code
- Emergency Escape & Rescue Openings compliant with code
- Smoke and Carbon Monoxide (CO) alarms are hardwired and operational and compliant with code
- 20-Minute fire rated door to garage that is equipped with a self-closing device
- Fire extinguisher placed per code (if applicable)
- Alarm System test conducted & report provided (if applicable)

### Building Identification - Address and/or unit numbers must be placed and sized per code

### Final Certificate of Occupancy (CO)

- Exterior Finishes - Per approved Design Review
- Completed outstanding items from TCO and/or additional amenities completed per approval for original project

### Project Deposit Refund

- Landscaping - Complete as per approved in Design Review and revegetate all disturbed areas. The site shall be free of Noxious Weeds.
- Improvement Location Certificate (ILC) - Complete and on file with Town
- Project Clean-Up
- Reconciliation – provide documentation showing the actual final cost of the job & the materials portion