

Broomfield Certificate of Occupancy Submittal Policy

Builders shall submit the complete C O packet(s) **five (5) business days** before the C.O. is required. Please use the C. O. checklist with the revision date of 3-23-2017. **All packets turned in after 3:00 p.m. will be date-stamped for 8:00 a.m. for the next business day.**

The following is a summary of how the Building Department will accept the C. O. packets: All builders **shall submit everything at the "initial" submittal**, except for the items listed below. **The only items not required in the first submittal packet are listed below in red:**

- **Final inspections and the inspection record card.**
- **Final energy report.**
- **Final Grading or Drainage Certificate and the Improvement Location Certificate "ILC"** (since the surveyor produces the Improvement Location Certificate "ILC" and Grading Certificate, it's ok to leave the ILC off initial CO submittal).

The Building department will only accept an initial submittal packet with all of the required paperwork, other than the items listed above in **red**. Builders may submit the initial C O packet at any time; the sooner the better, so the building department staff can review and make any comments required for revision. Occasionally, the builder may have the completed final inspections the day before closing and the building department will work with the builder on that.

It is **imperative that the builders review all of their C O paperwork to verify that everything is correct**; which will streamline the review and approval process.

Most of the problems occur in these areas: **Please review your paperwork!!**

1. The *Slab-On-Grade Acknowledgement Letter* has not been recorded with Central Records Office (**\$13.00** fee is required / 24 hours to process). **Please include address, lot, block and filing info.**
2. The engineered letter for the "*Slab-on-Grade Inspection letters*" is submitted with a "rejected" inspection, OR submitted with the reinspection of the previous rejection (that does not include the parts that passed on the first time around). **Please submit the "rejected" AND the "reinspection" letters.**
3. The *water meter* was only set the day before (exaggerating) and additional time is required to check utility billing or sort through the field notes that the meter shop emails to the building department.
4. The *R-values* in the Energy Reports do not match the R-values on listed on the Insulation Certificate.
5. The *ILC and / or the Grading Certificate* are not approved.

All of these issues are under the builder's control and items 1-3 are logically able to be completed well before submittal. Numbers 4-5 are last minute issues that happen and just need to be handled as they occur.

Builders shall review their final energy reports and the final insulation certificates and verify if there is a conflict. If the 2 reports do not match, the builder shall immediately call the conflicting party to resolve the differences!

The Grading Certificate often has obvious problems such as >25% slope that the builder should notice (occasionally the Grade Cert is submitted without the required "modified" language, as well). Please note that it still takes time to review these documents if they are submitted an hour before closing.

Thank you. Feel free to call with any questions.

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