

## **REVISED Broomfield Certificate of Occupancy Submittal Policy**

Builders shall submit the **complete** C O packet(s) **Seven (7) business days** before the C.O. is required. This includes the **Final Grading or Drainage Certificate and the Improvement Location Certificate "ILC"**. Please use the C. O. checklist with the revision date of 9-7-2021. **All packets turned in after 1:00 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 Division will accept the C. O. packets:

All builders **shall submit everything at the "initial" submittal**, except for the **2** items listed below in **red**.

- **Final inspections and the inspection record card.**
- **Final energy report.**

The Building Division 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 Division 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 the 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 listed on the Insulation Certificate.
5. The *Final ILC and /or the Final Grading Certificate* are not approved and it **may take several days to process**, due to staff working remotely.

All of these issues are under the builder's control and items 1-3 are logically able to be completed well before the C O packet 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 the **corner elevations changing by more than 0.2'**; **the builder should notice any slopes greater than 25%**; occasionally the Grade Cert is submitted without the required "modified" language, as well. Please note that it still takes time to review these documents, especially if they are submitted a day prior to a closing. There are no guarantees, due to our current staffing situation and working remotely.

Thank you for your assistance in this matter. Feel free to call with any questions.

*Tim Pate*

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