Certificate of Occupancy Requirements

Residential
- Building permit with all required inspections signed off
  - Additional sign offs as applicable:
    - Fire department
    - Infrastructure management if installed culvert or access
    - Tri-County Health approval required if installed septic system
    - Stormwater if property is within MS4 area (urbanized area), and
      - Land disturbed over 1 acre or more; or
      - Property belongs to a site, subdivision or plan larger than 1 acre.
  - Insulation certificate
  - Signed and stamped engineer’s inspection letters
    - Only required if an engineer inspected foundation or if requested by Adams County
  - Improvement Location Certificate (ILC)
    - If home is part of a new subdivision

Commercial
- Building permit with all required inspections signed off
  - Fire department required
  - Additional sign offs as applicable:
    - Infrastructure management required if an INF permit for curb, gutter, and sidewalk was needed
    - Tri-County Health approval required if installed septic system or for food service establishments
    - Stormwater if property is within MS4 area (urbanized area), and
      - Land disturbed over 1 acre or more; or
      - Property belongs to a site, subdivision or plan larger than 1 acre.
    - Planning sign off required if a landscaping or parking inspection was needed
    - Water department required if property has a grease interceptor
  - Insulation certificate
  - Signed and stamped engineer’s inspection letters for foundation and all third party required inspections
  - Test and balance report for HVAC equipment
  - Backflow preventer testing and certification