



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
- Test and Balance Report
- Blower Door Test/Certification
- 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