



## 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