



**City of Aurora Building Codes Division**

Main (303) 739-7420  
Fax: (303) 739-7412  
Inspection line: (303) 739-7416

**Checklist for CO or TCO**

The following request must be completed, submitted and accepted prior to issuance of a CO/TCO.

Contact: \_\_\_\_\_ CO TCO

Contractor Representative: \_\_\_\_\_

Requesting CO/TCO for address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**A 24 hour notice is required to obtain Certificate of Occupancy or (Temporary Certificate of Occupancy).**

The Certificate of Occupancy (CO), either temporary or final, must be issued prior to occupancy of **any** structure. No CO may be issued until the requirements of all inspection agencies involved are satisfied. If a Construction Supervisor allows occupancy for any reason without a CO the Certificate of Qualification of the Construction Supervisor and the Contractor's License of his employer may be suspended or revoked. Questions concerning issuance of a CO or TCO contact Darcy Dodd directly at (303) 739-7683.

A fee of \$800.00 is charged for a TCO. If the TCO is converted to a CO prior its expiration, a refund of \$650.00 (for residential) \$500.00 (for commercial) will be returned to the contractor listed on the permit. For the extension of a TCO, there is a non-refundable fee of \$534.00.

**Contractor must submit all permit card(s) with contractor's name and license number on back of the permit.**

**INSPECTIONS:**

- Engineering, Grade and Zoning: Public Improvement Inspections: Call (303) 739-7350
- Water Meter: 303-326-8080
- All Building finals (PLUMBING, HVAC, ELECTRICAL, FRAME, LIFE SAFETY)
- Provide all outstanding correction notices (Building Codes Division)
- Grease Interceptor (COMMERCIAL) 303-739-7490
- Backflow Test reports (COMMERCIAL) 303-326-8114 or 303-326-8111
- Elevator Certificate of Completion from State of Colorado (COMMERCIAL)
- Radio frequency check 303 326-8970 (COMMERCIAL)

**LETTERS/ REPORTS/ MISC**

- Engineer letters (Foundation, Piers/Footing/Caissons, Deck Pier, Drain, and Waterproofing
- ILC (Improvement Land Certificate)
- For Kitchen Hoods Air Balance Report is Required (COMMERCIAL)
- MED GAS Report (for Medical offices)
- Special Inspections (for Commercial)

**FEES - - ALL UNPAID FEES MUST BE PAID PRIOR TO CO OR TCO**

Time Stamp
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