



Minimum TCO Requirements

(Additional items may be required depending on the specific project)

- **Timeframe for TCO Request:** There is a minimum of two business days for all TCO reviews.
- **Deferred Submittals:** Required deferred submittals shall have been submitted and reviewed for code compliance by the Building Safety Division prior to TCO request (i.e. trusses, stairs, guards, handrails PEMB, etc.) Conditions are stated on the building permit with the approved plans stating which items, if any, were approved to be deferred submittals.
- **Separate Permits:** When separate permits are required (fire sprinkler/alarm systems, canopy etc) these permits must also be approved, issued, inspections passed, and closed out.
- **Special Inspections:** A “Special Inspections and Testing Agreement (SITA) Final Form will need to be submitted to the Building Safety Division for review and approval prior to TCO issuance for any project that requires special inspections as defined by Chapter 17 of the International Building Code. If your project requires a SITA Final Form, it will be detailed on the approval conditions of the permit. The form can be found on the city website www.c3gov.com under the “Forms and Publications Library”.
- **Third Party Energy Compliance:** A third party energy report showing compliance with the thermal envelope, air leakage, and duct leakage created by an approved licensed energy rater will need to be provided by the applicant. If your project requires any/all of these, it will be detailed on the approval conditions of the permit.
- **Improvement Location Certificate (ILC):** ILC’s shall be prepared, stamped, signed, and dated by a Colorado state licensed professional land surveyor, architect, or engineer, and shall include a minimum of two dimensions to property lines from adjacent sides of the structure and all additional structures on the same lot. An ILC will be required for any new building or addition and will be detailed on approval conditions for the permit.
- **South Adams County Water and Sanitation District:** An approved Water Final inspection or written TCO approval will be required. If this is required for this project, the inspection will be shown on the required inspections on the permit.
- **South Adams County Fire Department:** An approved Fire Final inspection or written TCO approval will be required.
- **Adams County Health:** Applicant will need to provide a written COO or TCO approval letter from Adams County Health. If this is required for this project, the inspection will be shown on the required inspections on the permit.
- **State Inspections:** If elevators or gas tanks are part of the scope of work where it required State permit approval, a Certificate of Operation issued by the Colorado Divisions of Oil and Public Safety will need to be submitted to the Building Safety Division by the applicant.
- **TCO Expiration Date:** A timeframe needed to correct failed inspections or missing documents will be needed to determine an expiration date for the TCO
- **Associated Fees:** There is no fee associated with COO approval as this is included in the cost of the permit. However, a \$512 fee will be included for all TCO’s approved.

Note: *Individual inspection reports or results indicating approval for a TCO is **not** final approval for a TCO. The City Building Official will review all requested inspection reports and other supporting documents submitted for review for consideration of a TCO in order to determine if the minimum requirements have been satisfied.*