



## CERTIFICATE OF OCCUPANCY REQUIREMENTS

It is the applicant's responsibility to contact the E-Permit Center at [epermitcenter@adamscountyco.gov](mailto:epermitcenter@adamscountyco.gov) once a Final Building Inspection has been passed. The applicant is **required** to submit the following documents in order, as a single document. Adams County will **no longer accept multiple versions of a permit card with signatures**. If the applicant loses one during the process, it is their responsibility to come to our office and get new signatures for previous inspections and obtain outside agency's signatures on that same card.

### RESIDENTIAL/ADU (Accessory Dwelling Unit)

- Building permit with all required inspections signed off
  - Additional sign offs as applicable:
    - Fire Department
    - Infrastructure Management if installed culvert or access and/or if curb, gutter, and sidewalk was needed
    - Adams County Health Permit and sign-off 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.
- 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; not required for ADU
- Insulation certificate
  - Required even with passing insulation inspection
- Blower Door Test/Certification
- **IF MODULAR:** PICTURE OF STATE INSIGNIA, SIGNED AND DATED BY THE INSPECTOR

### 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
    - Adams 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
- Signed and stamped engineer's inspection letters for foundation and all third party required inspections
- Insulation certificate
- Test and balance report for HVAC equipment
- Backflow preventer testing and certification