



COMMERCIAL NEW / MULTI - FAMILY TCO / CO CHECKLIST

The following items are the minimum required submittal documents for review.
All documents must be in PDF format. See the [electronic submittal guidelines](#) for more information.

REQUIRED PRE-ROUGH DOCUMENTS

[TOCR Foundation Compliance Form](#)

OR

- | | |
|---|---|
| <input type="checkbox"/> Excavation/Preparation | <input type="checkbox"/> Foundation Drain (if applicable) |
| <input type="checkbox"/> Footings/Piers/Caissons | <input type="checkbox"/> Foundation Walls/Reinforcing Steel |
| <input type="checkbox"/> Spread Footing (if applicable) | <input type="checkbox"/> Electrical Ground/UFER |
| <input type="checkbox"/> Void Engineer Letter (if applicable) | <input type="checkbox"/> Water Proofing/Damp Proofing |
| <input type="checkbox"/> Water and Sewer Service Letter | |

REQUIRED TCO DOCUMENTS

- Fire Department Review Approval
- Improvement Location Certificate
- [Liquor License](#) (if applicable)
- Potable Backflow Inspection

(including required pre-rough documents)

- [Tax and Business License](#)
- [Douglas County Health](#) Approval (if applicable)
- Water Meter Set (up to 4 days)
[Castle Rock Water](#) 720-733-6000

REQUIRED CO DOCUMENTS

- Insulation Certificate/Energy Report
- Roof Manufacturer Warranty Letter
- HVAC Test and Balance
- Final Inspection Card with Final Building Complete (including MEP)
- Final Grade Cert (unless bonded)

(including required pre-rough & TCO documents)

- Irrigation Backflow Inspection
- Landscape and Irrigation Inspection
- Landscape Surety Amount (contact [Sean Davin](#) for coordination)
- Final Site Compliance (contact [Scott Seubert](#) for questions)

After all required documents are uploaded and a Final Building Inspection is complete, please request a **“B: REQ CO REVIEW”** Inspection on eTrakit. Requesting this inspection will begin the Certificate of Occupancy Review.
Document review may take up to 3 business days.