



**CERTIFICATE OF OCCUPANCY (CO) & TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUEST APPLICATION**

**CO/ TCO REQUESTS**

ALL CO/TCO requests may take up to 2 business days to process (all documentation for your specific project is required for a successful review). All documents including the request application for CO/TCO requests are required to be uploaded to the Online Permit Portal. Once the documents have been uploaded, please email [buildingdivision@centennialco.gov](mailto:buildingdivision@centennialco.gov)

Please note, commercial TCO requests will require an \$800 fee to be paid prior to issuance of the TCO and a passed FINAL BUILDING inspection **DOES NOT** automatically produce a Certificate of Occupancy. The Certificate of Occupancy needs to be applied for.

**Commercial CO/TCO Requirements**

<b>Permit #</b>	<b>Contact Person:</b>
<b>Job Address:</b>	<b>Contact Phone Number:</b>
<b>Property Owner:</b>	<b>Contractor:</b>
<b>Property Owner's Address:</b>	<b>Contractor Adress:</b>
<b>Development Permit #</b>	<b>Contractor Email:</b>

When submitting for a CO or TCO, please complete the checklist below (**incomplete checklist items may delay your request when processed**).



Submittals for CO/TCO requests must be upload though the customer service portal ([here](#)) and email [buildingdivision@centennialco.gov](mailto:buildingdivision@centennialco.gov) to notify that your documents are in the portal. When filling out the form, you must list the FILE NAME associated with your submittal documents. Files that are associated with your submittal documents are required to be named in accordance with the electronic submittal guide. The CO/TCO request will be processed within 48 hours of a COMPLETE submittal. **Complete** TCO requests will be invoiced the appropriate fee at the time we receive your application and must be paid before a TCO can be issued.

**Commercial Projects Checklist** (check boxes as completed).

- All final inspections have been completed and approved (including Planning & Zoning if required)
- Final Walk sign off/Approval from Fire Department  
**FILE NAME** \_\_\_\_\_
- Approval from SEMSWA, Arapahoe County Health & Water Purveyor  
**FILE NAME** \_\_\_\_\_
- Submittal of Test and Balance Report  
**FILE NAME** \_\_\_\_\_
- Submittal of Special Inspections Report  
**FILE NAME** \_\_\_\_\_
- Submittal of ALL Engineer Reports  
**FILE NAME** \_\_\_\_\_
- Submittal of Energy Reports along with the Energy Rating Certificate  
**FILE NAME** \_\_\_\_\_
- Submittal of Final ILC/Grade Certificates  
**FILE NAME** \_\_\_\_\_



**PLEASE READ AND SIGN STATEMENT BELOW**

I hereby acknowledge that I am the owner or owner's legal representative and accept full responsibility for compliance with all terms and conditions of the TCO agreement. Furthermore, I accept full risk and responsibility of the TCO agreement and hold the City of Centennial and their agents harmless of any liability.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Owner or Owner's Legal Representative Signature:

\_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name and Position: \_\_\_\_\_