



## **Guidelines for Minimum requirements for Certificate of Occupancy**

### **Per Chapter 18 Blue River Municipal Code:**

- Prior to the issuance of a certificate of occupancy, any person who builds or erects any structure must contact the Town by calling or writing the Building Official to obtain approval for issuance of the certificate of occupancy. Approvals of the septic/sewer authority, the fire protection district, the Architectural Review Board and homeowners' association may be required. Approval may, at the Town's sole discretion, require completion of the following improvements:
  - (1) Installation of culverts.
  - (2) Grading or regrading any disturbed or damaged roads or driveways or other areas necessary for proper drainage.
  - (3) Installation and placement of up to twelve (12) tons of approved road base.
  - (4) Any dirt, boulders or other material stored or remaining on the property described above shall be moved or distributed and arranged in such a way that it serves as landscaping and not piles of stored material.
  - (5) All construction debris shall be removed from the site and properly disposed of.
  - (6) All runoff created by or redirected by the construction, erection and landscaping of the structure on the property shall be treated, contained and controlled so that there are no increases in runoff or other drainage consequences resulting from said construction, erection and landscaping.
- If weather conditions are such that the foregoing requirements cannot be determined or performed prior to the issuance of the certificate of occupancy, the person building or erecting the structure and requesting the certificate of occupancy shall pay to the Town, in cash or a letter of credit acceptable to the Town, an amount equal to one hundred fifty percent (150%) of the Town's estimated cost for performing such improvements. The Town shall hold these funds in a non-interest-bearing account. The funds may be commingled with other Town funds. If the improvements are not completed, the Town may use the funds to complete the improvements. Any unused funds shall be returned to the owner.

**Additionally:**

1. Exterior of structure must be complete in its entirety, including site cleanup and required landscaping. Approval of active subdivision Homeowner Associations must be obtained. If construction or inspection cannot be completed because of snow cover, a cash bond may be accepted to guarantee completion. The bond amount shall be 1 1/2 times the estimated cost of the uncompleted/un-inspected work.
2. Final approval of the sewer/septic authority must be obtained.
3. Final approval of the local Fire District must be obtained (if required).
4. Third party Air Sealing or Blower Door Test report must be obtained.
5. All safety related items must be complete. This includes, but is not limited to, guardrails, handrails, stairways, required tempered glass and exposed electrical wiring.
6. All required electrical code items must be complete and operating.
7. The kitchen must be fully functional, with hot & cold running water, washing, cooking and refrigeration facilities.
8. At least one bathroom must be fully functional, with hot and cold running water, washing, bathing and toilet facilities.
9. The heating system must be fully functional.