

## Inspection Sequence Procedural Guide

### How to use this guide:

This document covers the “how to” and “when to” for request inspections for an active permit. It’s important to know **the permittee is responsible for requesting the correct inspections and observing all parts of the inspection process**. This guide is meant to help make your inspections successful, but it cannot account for every specific concern, so if you have questions please do not hesitate to contact our staff.

<b>Inspection Basics:</b>
A set of <b>county approved plans, printed to scale</b> , are to be on site along with the <b>inspection card</b> and any other supplemental documents reviewed for your project. Without these, the inspector cannot do their job.
Inspections occur between 8 am and 4 pm Monday thru Friday, federal holidays excepted. You can see an estimated 2-hour window timeslot the day of your inspection <a href="#">here</a> , these are estimates, so please be patient as we work to address everyone’s needs regarding our workload.
Trade permits (for <a href="#">mechanical</a> , <a href="#">electrical</a> , and <a href="#">plumbing</a> ) are separate permit applications for licensed tradespeople. Homeowners doing work themselves must also file for these permits. They are issued at no fee when attached to a building permit.
Some inspections on the inspection card won’t pertain to your job, and that is okay. The important thing is to read this guide and see what inspections are required based on what you are doing.
<b>Deferred Documents (FRAMING INSPECTION AND FINAL BUILDING INSPECTION)</b>
Some inspections are withheld due to deferred document review. These are always itemized in writing in your <b>Plan Review Checklist (residential projects) or Plan Correction Notice (commercial projects)</b> . Please <a href="#">send these in for review</a> as soon as you have them, all documents must be submitted to your plans examiner and please expect 1 to 3 business days turn around.
<b>Correction Notices and Partial Approvals</b>
When an inspection doesn’t pass, an inspector will leave a <b>Correction Notice</b> in writing to explain what needs to be fixed to move forward. Inspectors may also grant <b>Partial</b> approvals if one part of a project is okay but another needs to be fixed or further along before they can completely approve the inspection. When this happens it’s important to communicate directly with the inspectors to go over expectations or communicate a timeline for the project. To get a hold of any staff member, call 303-271-8260 with your notice.

<b>How to request an inspection:</b>
<b>Online: Visit <a href="https://enterprise.jeffco.us/">https://enterprise.jeffco.us/</a> available 24/7</b>
Login, then select “Request/View/Cancel Inspections”
Select the permit number for the inspection and the type of inspection.
For notes, please provide your contact information for the inspector, gate code if required for access, and any other relevant information. Click submit at the bottom of the page and wait for the confirmation.
All inspections scheduled this way are for the next available business day and you can make a request <b>until 6am</b> on the day of your inspection.
<b>By Phone: Call 303-271-8260</b> between the hours of 7:30am and 5pm Monday – Thursday ( <b>office is closed Friday</b> )
Inspections are scheduled with staff members, meaning you will always speak to a real person!
Have your permit number and address ready, our staff will be happy to help you!

INSPECTIONS

**Step 1. Foundation Inspections**

These include [footing](#), [foundation wall](#), [piers](#), [caissons](#), [grade beam](#), [monolithic slab/monopour](#), etc.

**ALL STRUCTURAL CONCRETE IS INSPECTED BY JEFFERSON COUNTY BUILDING INSPECTORS!!!**

**SOME MAY ALSO REQUIRE DESIGN PROFESSIONAL APPROVAL**

If Engineered Foundation is marked "YES" on your Building Inspection Card, an inspection by a design professional is required for the foundation system. These are required to be recorded on our [Foundation Compliance Form](#). All parts of that form must be filled out in full. If you have questions about the requirements, please read [Appendix X](#).

Foundation forms should be set, clear of debris and rebar should be installed on chairs or hung by wire.

**Does your new structure have an electrical panel?** You may need a Concrete Encased Electrode aka UFER inspection. Installation observation may be required per Article 250.52A3 of the current National Electrical Code, please see our [wiring guide](#) with questions.

**Are you building a new home or ADU?** You will need a Passive Radon Mitigation System Inspection. You can learn more about this requirement as [Appendix F](#) of the 2018 International Residential Code.

Other inspections at this stage may include any underground utilities. These are things like plumbing, electrical or mechanical underground work as listed on your inspection card.

**Step 2. Wall and/or Roof Sheathing**

Building code requirements for wall construction and bracing can be found [here](#), or per approved plans.

Roof Sheathing requirements and spans and fastening are found [here](#) or per approved plans.

Walls should have fasteners exposed, and no building paper covering the exterior. Sheathing is checked for fastening pattern, hold down devices, shear pattern, thickness and span, and interior blocking at panel edges or joints.

**Step 3. Rough Inspections (ELECTRICAL, PLUMBING, MECHANICAL, FIREPLACE)**

Other items at this stage include **electric in-floor heat, shower pan, structural basement floor, gas pipe**, etc.

**ELECTRICAL INSPECTION BASICS**

Rough electrical inspection shall not be requested until the building is weathered in (this means wrapped or papered to protect wiring from water contamination).

If applicable, a Temporary Building Service inspection must be requested as a separate inspection along with the rough electrical, these are released automatically when approved.

**MECHANICAL AND PLUMBING INSPECTION BASICS**

All new plumbing is required to be under test (this means the system is filled with water or air pressure to ensure joints are checked for leaks).

Gas piping is also required to be under air test. Test should be 10psi pressure on 30 psi gauge.

**FIREPLACE INSPECTION BASICS**

New fireplaces are required to have a [separate mechanical permit](#).

Installation instructions for the unit are required to do this inspection.

Wood burning units must be [EPA Phase III compliant](#), permits for these units must be applied for by contacting our office for a review for compliance.

<b>FIRE SPRINKLER SYSTEM BASICS</b>
Residential Fire Sprinklers may be required by your local fire district. NFPA 13 systems are inspected by the fire district. Sprinkler systems that are connected to potable water are inspected by your plumbing inspector per <a href="#">2018 IRC P2904</a> . Call our office with any questions about the difference or their requirements.
The installation of a commercial fire sprinkler system is to be inspected by the fire district who has jurisdiction.
<b>Step 4. Mid-roof Inspection</b>
Call for inspection when at least 10% but not more than 25% of roof covering is applied. This inspection can be called at any time <u>after</u> the roof sheathing inspection has been approved. See this <a href="#">guide</a> for more info.
<b>Step 5. Framing Inspection</b>
All frame deferred documents to be turned in (SEE PLAN REVIEW CHECKLIST OR PLAN CORRECTION NOTICE). Questions? See Chapters <a href="#">5</a> , <a href="#">6</a> , <a href="#">7</a> , <a href="#">8</a> of the 2018 IRC. Framing inspection includes all structural and non-structural wall framing, floors and roofing system.
<b>Step 6. Stucco Lathe Inspection</b>
This inspection is specifically for stucco installations. Please see <a href="#">here</a> for code references.
<b>Step 7. Drywall Screw Inspection and Fire Wall Assemblies</b>
Drywall is checked for fastener type, type of wall board and fastening pattern per code sections <a href="#">here</a> . Firewalls are required when close to property lines or separating houses from garages per code sections <a href="#">here</a> .
<b>Step 8. Final Inspections (ELECTRICAL, MECHANICAL, PLUMBING AND BUILDING are separate inspections):</b>
All final deferred documents to be turned in (SEE PLAN REVIEW CHECKLIST OR PLAN CORRECTION NOTICE). <a href="#">Smoke</a> AND <a href="#">Carbon Monoxide</a> detectors must be installed and working. Final inspections will include the testing of all newly installed fixtures including breakers and circuits, hot water and cold water for all plumbing fixtures, heating system supply and all required safety appurtenances such as handrails, guards and tempered glass in required locations. Exterior and interior finishes should be completed.

So you've passed all your inspections! Congratulations! What happens next?

#### **Certificates of Occupancy:**

Completion of building inspections as well as **planning department final approval** are required before a certificate of occupancy is issued and/or a final electric meter released to the power company. We need **at least one business day** to process the final inspection, record the inspection card and produce the certificate of occupancy. Please plan for this time for us to receive and review this information before we can issue your CO.

#### **[Contemporaneous Review of Electrical and Plumbing Licenses](#)**

Contemporaneous reviews of the electricians, plumbers and apprentices working at a job site are conducted at the inspector's discretion, based on their familiarity with the installers and any other relevant factors. These reviews may be conducted at any time, at any job where plumbing and electrical work is being conducted, the frequency of which shall be based on staff availability, with an emphasis on large multifamily and commercial jobsites. The County will consider the nature and severity of the violation and determine whether to file a complaint with the State electrical and plumbing boards per C.R.S. Title 12, Article 115 (Electricians) or C.R.S. Title 12, Article 155 (Plumbers).