

## Inspection Sequence Procedural Guide

**IMPORTANT NOTICE:** The local Fire District has individual authority to enforce fire code standards beyond the county's requirements. Cooperation and coordination with your local fire district early in the process may prevent costly alterations to your project and ensure compliance with all applicable health and safety standards.

### Temporary Procedures for Building Inspections During the COVID-19 Pandemic

Due to the COVID-19 pandemic, building inspections of occupied residential dwelling units that require the inspector to go inside the unit may be performed remotely, as determined by the inspector on a case-by-case basis. All other inspections will take place as normal.

In the event that a remote inspection cannot be performed by a County inspector within the time a permit is active due to continued safety risks, either: 1) the applicant may submit an inspection by an approved special inspector per the Jefferson County Building Code, or 2) the permit shall be renewed without an additional fee to allow additional time for the inspection to occur. Alternatively, if the applicant wishes to withdraw the permit, they may receive a refund from the County.

**Requests for an inspection** for building, electrical, mechanical, plumbing and re-roofing may be made online anytime. Telephone inspection requests are available Monday through Thursday between 7:30 am and 5:00 pm @ 303-271-8260. Requests must be received by 5:00 p.m. the day before your inspection. Online inspections can be scheduled up to 6:00 am the day of the inspection.

The following guidelines provide information regarding inspections and the correct sequence in which they should be requested by the contractor.

**Please have your permit number(s) available when requesting inspection(s). When inspection requests are being made for more than one permit, each request will be entered separately. This will speed up the process and help ensure the proper inspection is being requested.**

### **Step 1. Foundation Inspection:**

- **Non-engineered Footings and Foundation:** Inspections will be made by the Jefferson County Division of Building Safety before concrete is poured.
- **Engineered Footing and Foundation:** Footing, drilled piers and foundation plans stamped by a Colorado Registered Professional Engineer or Architect will require inspections by the engineer and also by the Jefferson County Division of Building Safety, as outlined in the Jefferson County Supplement to the 2018 International Building Codes, Appendix Chapter X (instructions for Completing the Foundation Compliance Form)
- **If Engineered Foundation is marked "YES"** on your Building Card (inspection sign off card), the Foundation Compliance Form shall be submitted to, and approved by, our office prior to requesting a Final Building inspection.

- **Concrete Encased Electrode:** (UFER) installation observation may be required per Article 250.52A3 of the current National Electrical Code.
- **Passive Radon Mitigation System Inspection.** For new residential dwelling units, passive radon mitigation systems shall be inspected prior to covering the system. System shall be labeled. **R109.3.5**

**Step 2. Wall and/or Roof Sheathing:** prior to covering, provide access for inspector.

**Step 3. Rough Inspections:** (in any order) Electrical, Mechanical, Fireplace/Gas Log & Plumbing, Site Built Shower Pan, Structural Concrete Slab or Under-floor inspection.

- Rough electrical inspection shall not be requested until the building is weathered in.
- If applicable, a Temporary Building Service inspection must be requested as a separate inspection along with the rough electrical. If you have questions regarding electrical inspections or requirements, please see our updated Residential Wiring Guide on our website at [www.jeffco.us/building-safety](http://www.jeffco.us/building-safety) under the documents tab.

The temporary building service will be released after the rough electrical inspection has been made and approved.

- If electric baseboard heat is installed, all baseboard panels must be mounted on sheetrock.
- The installation of a commercial fire sprinkler system is to be inspected by the Fire District who has jurisdiction according to 901.5.1 of the 2018 IBC.
- The installation of a multipurpose residential fire sprinkler system is to be inspected according the currently adopted plumbing code.

**Step 4. Mid-roof Inspection:** inspection of material application/nailing pattern per manufacturer instructions, call for inspection when at least 10% but not more than 25% of application is applied. **Manufacturer's instructions are required to be on-site for the inspection.** This inspection can be called in *any sequence* after the roof sheathing inspection has been approved.

**Step 5. Framing:** (call only after all required rough inspections have been approved by the inspector AND entered into the computer system, usually after 4:30 PM of the day of the inspection). Deferred documents listed on the plan review checklist or plan correction notice, must be submitted to the building division, and the Improvement Location Certificate, if required, must be submitted to the Planning and Zoning Division before a framing inspection can be scheduled.

**Step 6. Stucco Lathe**

**Step 7. Residential Drywall Screw Inspection:** A drywall screw inspection shall be made after the framing inspection.

## Step 8. Drywall for Fire Resistant Assemblies & Commercial

### Step 9. Final Inspections:

The following paperwork must be submitted before calling in for your final building inspection:

- **All open Planning & Zoning processes must be complete before requesting a final building inspection.**
- **Foundation Compliance Form** (provided by the Jefferson County Division of Building Safety) signed and stamped by a Colorado Registered Professional Engineer or Architect.
- **Engineered Documents** required by the Building Division, so noted on your plans, signed and stamped by a Colorado Registered Professional Engineer or Architect.
  
- **Special Inspection Report** - Form provided by the Division of Building Safety
- **Fire Sprinkler System and Fire Alarm System – Commercial Only**  
Form provided by the Division of Building Safety

### (Residential/Commercial Final)

- Electrical, Mechanical & Plumbing finals must be approved before a Final Building Inspection can be done.
- The final electrical inspection will not be made without permanent power.
- Final energy documents as required on the plan review checklist must be turned in and approved before a final building inspection can be called.

### Help Us Make Your Inspection a Successful One

- **It is your responsibility, and the responsibility of your sub-contractors, to call this division when these phases of the work are complete and ready for inspection.**
- Each Inspector, where applicable, Building, Electrical, Mechanical and Plumbing will visit your project a minimum of two times during construction.
- Please remember that each inspector normally has many other inspections to make that same day and a lot of other people are counting on him to get to their job site. Make sure an address is posted in a visible location and access to the project is provided.
- **If the Building Permit Card (Inspection Sign-Off Card), County accepted plans and manufacturer's instructions (when required) are not on the job site, the inspection will be rejected and may be assessed a reinspection fee.**

**Important Note: The Certificate of Occupancy, if one is required, will not be issued, nor a final electric meter released to the power company until all required**

paperwork and Planning and Zoning final approval are submitted to the building department. The Certificate of Occupancy will be issued after 11 a.m. the next working day after all required paper work has been submitted and approved by the Jefferson County Division of Building Safety.

### **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).