Jefferson County Division of Building Safety http://building.jeffco.us
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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.

Requests for an inspection for building, electrical, mechanical, plumbing and re-roofing may be made online, in person or via telephone 303-271-8260. Requests for an inspection in person or via telephone must be scheduled Monday through Friday between the hours of 7:30 a.m. and 5:30 p.m. prior to the day of 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 2009 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 2011 National Electrical Code.

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. 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 required fire sprinkler system requires an inspection to be performed in compliance with Section 901.5.1 of the Jefferson County Supplement to the 2009 International Building Code by the Fire District who has jurisdiction.

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)
Improvement Location Certificate**,** if required, must be submitted to the Planning and Zoning Division before a framing inspection can be scheduled.

Step 6. Insulation Inspection: An insulation inspection shall be made after the framing inspection. (Residential only)

Step 7. Gypsum Board Inspection:
- Fasteners
- Fire Resistant Penetrations
- Special Inspections

Step 8. 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** - Fire Sprinkler System and Fire Alarm System 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.

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.