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Standard Procedure for Contemporaneous Review Colorado State Plumbing Licensing

Standard procedure addressing Routt County Regional Building Department (RCRBD) inspectors' contemporaneous review of plumbers and apprentices compliance with state plumbing licensing, registration and apprentice –ratio laws.

1. **Plumbing Contractors (PC)** performing plumbing work in Routt County must register with, and obtain a plumbing permit from RCRBD, prior to work being performed. All plumbing work, performed in Routt County, is subject to permitting and inspections by RCRBD.

PC must register with RCRBD prior to permit application and provide current documentation showing:

- Plumbing Contractor license issued from the State of Colorado
- Current licensing documents from DORA showing the PC's full-time Master Plumber (MP) maintains active registration and licensure (respectively)
- Current General Liability insurance

If no active license or registration exists, RCRBD will not issue a plumbing permit.

2. **Active License Verification** PC's must ensure all licensing and registration documentation provided to RCRBD is current and active. If license or registration documents expire prior to completion of permitted work, all issued permits are inactivated automatically through the permitting software. PC must provide current license and registration documents in order to re-activate permits. RCRBD will verify all licensing documentation provided through DORA's online licensing system.
3. **License Personnel Changes** If the PC or MP originally assigned to the job is replaced or leaves the project prior to completion of permitted work, plumbing permits will be inactivated by RCRBD. Permit will be

Routt County Regional Building Department

136 Sixth Street, PO Box 773840 Steamboat Springs, CO 80477 PH: 970-870-5566 Fax 970-870-5489
Email: Buildina@co.routt.co.us



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reactivated when current personnel license/registration documentation is provided. A PC taking over permitted work from another PC, must obtain a new, separate electric permit for completion of work.

4. **On-site License Verification** Plumbing inspectors from RCRBD will conduct occasional, random on-site inspections for compliance with 12-155-108 and 12-155-124
- These inspections will take place during regular scheduled inspections. Inspectors will verify licensure for all plumbers and registrations of all apprentice plumbers (AP) performing work at a jobsite being inspected. Plumbers and apprentices are required to be onsite during inspections and must be able to provide license documentation at all times while performing plumbing work. Inspectors will verify PC's compliance with license - to - apprentice ratio as required by law.
 - Results of the license inspection will be recorded in the inspection report. Inspectors will report any violations to the State Plumbing Board within 48 hours.

REFERENCES (if Applicable)

- Colorado Revised Statutes:
 - o [Section 12-155-108](#)
 - o [Section 12-155-124](#)
 - o [Section 12-155-120\(1\)](#)
 - o [Section 12-155-120\(10\)](#)
- Board Website re: Contemporaneous Review: by Dec. 1, 2019, posted at a later date
- Board Email address: dora_plumbingboard@state.co.us

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