

**OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAM
POLICIES AND PROCEDURES**



**BUILDING CODE COMPLIANCE POLICY:
COORDINATION OF APPROVED BUILDING CODES,
PLAN REVIEWS AND BUILDING INSPECTIONS**

OFFICE OF THE STATE ARCHITECT/STATE BUILDINGS PROGRAM
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References

1. Colorado Revised State Statutes:

9-4-101-118, Article 4	Boiler Inspection, Department of Labor and Employment
9-5-101-106, Article 5	Department of Personnel
12-23-100.2-120, Article 23	Electricians, Department of Regulatory Agencies
25-4-1601, Part 16	Food Service Establishments, Department of Public Health and Environment
12-58-101-117, Article 58	Plumbers, Department of Regulatory Agencies
24-30-1301-1307, Part 13	State Buildings, Department of Personnel
24-30-1401-1408, Part 14	Negotiations of Consultant's Contracts, Department of Personnel
24-32-3301-3327, Part 33	Division of Housing, Department of Local Affairs
24-33.5-1201-1210, Part 12	Division of Fire Prevention and Control, Department of Public Safety
9-1-101-106, Article 1	Construction Requirements
9-1.3-101-105, Article 1.5	Low Flow Plumbing Fixtures
9-5.5-101-120, Article 5.5	Elevator and Escalator Certification, Department of Labor and Employment
24-82-901-902, Part 9	Outdoor Lighting Fixtures
25-7-501-512, Part 5	Division of Air Pollution Control, Department of Public Health and Environment

2. Executive Order #D0011 95

INTRODUCTION

A. Intent

It is the intent of this policy to coordinate the efforts of state personnel responsible for managing construction projects, in order to ensure compliance with approved building codes and standards, by establishing standardized methods to review construction documents and inspect buildings under construction. This policy covers renovation as well as new construction. Routine maintenance is not covered under this policy.

In addition, this policy intends to coordinate and track through documentation, e.g. the Compliance Notice, the Notice to Proceed, the Building Inspection Record (SBP-BIR), and the Notice of Approval of Occupancy/Use, the efforts of the various state entities responsible for specific portions of code compliance. Because code compliance is a multi-disciplined effort involving many individuals and departments, each state agency/institution has a shared responsibility for ensuring that its construction projects comply with applicable codes. To a large extent, code compliance is quality control involving: structural stability, life safety, minimum standards and environmental health.

Building code compliance plan review is required for all projects (capital construction, controlled maintenance, emergency, cash or in-house funded projects) unless an exception is provided per the building code. Building code compliance reporting is required only on appropriated projects - capital construction and controlled maintenance or cash-funded projects over two-million dollars.

This building code compliance policy and procedures are intended to assist the various state entities involved in the construction of state buildings in understanding the processes and requirements developed to assure that state buildings are constructed in accordance with the adopted codes. While the state has determined that it is in its interest to employ third part code review agents in an attempt to verify compliance with the code, this in no way relieves the architect/engineer or the contractor from their obligations to design and construct the project in conformance with the adopted codes nor is it intended to transfer any duties, obligations, or liabilities of the design and construction teams to the code review agents. The code review agents are agents of the Department of Personnel and Administration/Office of the State Architect (DPA/OSA) and conduct their work at the direction of the Office of the State Architect that is considered as the Building Official for state projects. The code review agents have powers only as delegated by OSA. While the code review agents are expected to conduct their work with due diligence, it is recognized that their work is limited to general review and inspection of the work and is not considered to constitute an in-depth or comprehensive analysis of the design or construction nor are they in any way authorized to direct the design or construction. Failure of the code review agent to identify a non-compliant condition, either in design or construction, does not waive the obligation of the design and construction teams to comply with the code. Plan reviews or inspections presuming to give authority to violate or cancel the provisions of the code or other ordinances shall not be valid.

The policy is divided into five sections: Section I – Approved Building Codes; Section II – Code Compliance Plan Reviews; Section III – Building Inspections; Section IV – Coordination with Other State Agencies; and Section V - Compliance. Since all sections are interdependent, this policy attempts to define and establish an integrated process from the initial design drawing review phase through owner occupancy.

The initial effective date of this policy was July 1, 1998.

B. Statutory Responsibilities / Executive Order

1. STATUTORY RESPONSIBILITIES BY DEPARTMENT

(Emphases in the following excerpts have been added).

DRAWING REVIEW, BUILDING AND HVAC INSPECTION

DEPARTMENT OF PERSONNEL & ADMINISTRATION/STATE BUILDINGS AND REAL ESTATE PROGRAMS (C.R.S. § 24-30-13)

24-30-1303(1)(j) Develop, or cause to be developed, **standards of inspection**, with the approval of the governor, which shall be the basis of all inspections and be responsible for assuring the uniform inspection of construction projects by the state agencies, utilizing such resources as may be locally available, in conjunction with the architect, engineer, or consultant;

24-30-1303(1)(n)(II) Develop, or cause to be developed, methods of control on a standardized basis for all state agencies **to ensure conformity of physical planning with approved building codes** and of construction with approved physical planning.

24-30-1303(z) **Establish minimum building codes**, with the approval of the governor and the general assembly after the recommendations and review of the capital development committee, for all construction by state agencies on state-owned or state lease-purchase properties or facilities. At the discretion of the department, said codes may apply to state leased facilities where local building codes may not exist.

24-30-1303(3)(a) All buildings and facilities, except public roads and highways and projects under the supervision of the division of wildlife and the division of parks and outdoor recreation erected for state purposes shall be constructed in conformity with a construction procedures manual for state facilities and state-assisted facilities prepared by the department and approved by the governor. Such construction shall be made only upon plans, design and construction documents which comply with **approved state standards and rules and regulations** promulgated pursuant to this section.

ELECTRICAL INSPECTION

DEPARTMENT OF REGULATORY AGENCIES / STATE ELECTRICAL BOARD (C.R.S. § 12-23)

12-23-116 (2) Any electrical installation in any new construction or remodeling or repair, other than manufactured units certified by the division of housing pursuant to section 24-32-3311, C.R.S., except in any incorporated town, or city, any county, or any city and county having its own electrical code and inspection equal to the minimum standards as are provided in this article, shall be inspected by a state electrical inspector. **A state electrical inspector shall inspect** any new construction, remodeling, or repair subject to the provisions of this subsection (2) within three working days after the receipt of the application for inspection. If the inspection is not performed within five working days, work may resume on any such construction, repair, or remodeling. Prior to the commencement of any such electrical installation, the person making such installation shall make application for inspection and pay the required fee therefor.

PLUMBING INSPECTION

DEPARTMENT OF REGULATORY AGENCIES / STATE EXAMINING BOARD OF PLUMBERS (C.R.S. §12-58)

12-58-114.5 (1) Any plumbing or gas piping installation in any new construction or remodeling or repair, other than manufactured units inspected in accordance with the provisions of part 7 of article 32 of title 24, C.R.S., except in any incorporated town or city, any county, or any city and county having its own plumbing code equal to the minimum standards provided in this article, shall be inspected by a state plumbing inspector in those areas where a local jurisdiction has requested such inspections. **A state plumbing inspector shall inspect** any new construction, remodeling, or repair subject to the provisions of this subsection (1) within three working days after the receipt of the application for inspection. If the inspection is not performed within five working days, work may resume on any such construction, repair, or remodeling. Prior to the commencement of any such plumbing or gas piping installation, the person making such installation shall make application for inspection and pay the required fee therefor.

BOILER INSPECTION

DEPARTMENT OF LABOR AND EMPLOYMENT / BOILER INSPECTION SECTION (C.R.S. § 9-4)

9-4-106 Owner report boilers, wrongful use of boilers, inspection of new installations.

(1) It is the duty of the owner or user of boilers, except those boilers exempt from the provisions of this Article under section 9-4-104, used or which are to be used in this state, to report to the section the location of newly installed or relocated boilers.

(2) Before the installers of any boiler have boilers placed in service, they shall notify the section, which, within ten days or as soon thereafter as possible from the date of receiving such notification, shall send an inspector to examine said boilers to determine that the construction, material, bracing, fuel and fluid supply systems, control apparatus, combustion air and ventilating air, electric wiring, piping, and all other parts of such boilers are such as to assure the safety of the boilers.

(3) Upon completion of installation, **all boilers shall be inspected by a state boiler inspector**. At the time of inspection, each boiler shall be assigned a serial number by the inspector, which serial number shall be stamped on or affixed to the boiler.

ELEVATOR INSPECTION

DEPARTMENT OF LABOR AND EMPLOYMENT / CONVEYANCE SECTION (C.R.S. § 9-5.5)

9-5.5-104 Applies to the design, construction, operation, inspection, testing, maintenance, alteration and repair of the following equipment: (a) Hoisting and lowering mechanisms equipped with a car or platform that moves between two or more landings. Such equipment includes, but is not limited to, elevators and platform lifts, personnel hoists, stairway chair lifts, and dumbwaiters. (b) Power-driven stairways and walkways for carrying persons between landings. Such equipment includes, but is not limited to, escalators and moving walks. (c) Automated people movers as defined in ASCE 21.

Furthermore, the statute requires all conveyances in Colorado to be registered with the Conveyance Section / Division of Oil and Public Safety (OPS); requires all conveyance contractors, mechanics, and inspectors to be licensed by OPS; requires all conveyances to be installed, altered, repaired, serviced and maintained according to adopted standards, and allows local authorities having jurisdiction to regulate conveyances if approved by OPS.

FIRE SUPPRESSION INSTALLATION AND INSPECTION

DEPARTMENT OF PUBLIC SAFETY / DIVISION OF FIRE PREVENTION AND CONTROL (C.R.S. § 24-33.5-12)

24-33.5-1206.4 System approval, inspection, and inspectors. (1) No installation, modification, alteration, or repair of a fire suppression system shall be completed and cleared for use, and no structure or partial structure in which such fire suppression system is installed, modified, altered, or repaired shall be cleared for occupancy, until such fire suppression system has been approved by a **certified fire suppression systems inspector**. Approval shall include **review** of approved working **plans** and **hydraulic calculations, installation inspections, and final tests**.

FOOD SERVICE LICENSE/PLAN REVIEW/INSPECTION

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT/DIVISION OF CONSUMER PROTECTION (C.R.S. § 25-4-16)

25-4-1605 Submission of plans for approval – required. (1) An owner or operator shall submit plans and specifications to the department or local board of health in the jurisdiction in which a retail **food establishment** is to be constructed or extensively remodeled before such construction or extensive remodeling is begun or any existing structure is converted for use as a retail food establishment. Such **plans and specifications shall be submitted for review and approval**, in such form as the department requires, to ensure that the retail food establishment layout, equipment, and food handling procedures are conducive to providing to providing a safe food product.... Such plans and specifications shall indicate the proposed layout, arrangement, mechanical plants, construction materials of work areas, and the location, type, and model of proposed fixed equipment and facilities.

(2) The construction, extensive remodeling, or conversion of any retail food establishment shall be in accordance with the plans and specifications submitted to and approved by the department or local

board of health. The department or local board of health shall conduct **preopening inspections** of retail food establishments to assure compliance with the approved plans, as circumstances require.

FACTORY-BUILT NONRESIDENTIAL STRUCTURES

DEPARTMENT OF LOCAL AFFAIRS/DIVISION OF HOUSING (C.R.S. § 24-32-33)

24-32-3311 Certification of factory-built residential and nonresidential structures. (1) **Factory-built structures** manufactured, substantially altered or repaired, sold, or offered for sale within this state after the effective date of the rules promulgated pursuant to this part 33 shall bear the **insignia of approval** issued by the division and affixed by the division or an authorized quality assurance representative.

(4) All factory-built structures bearing an insignia of approval issued by the division and affixed by the division or an authorized quality assurance representative pursuant to this part 33 shall be deemed to comply with the requirements of all ordinances or rules, including those for electrical and plumbing, enacted by the state government and any local government that are applicable to the manufacture of structures....

(5) No factory-built structures bearing an insignia of approval issued by the division and affixed by the division or an authorized quality assurance representative pursuant to this part 33 shall be in any way modified contrary to the rules promulgated pursuant to section 24-32-3305 prior to or during installation unless approval is first obtained from the division.

ASBESTOS ABATEMENT/RENOVATION/DEMOLITION

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT/AIR POLLUTION CONTROL DIVISION (C.R.S. § 25-7-503)

25-7-503 Notification is required for all demolitions of all facilities and for all asbestos abatement projects that exceed the trigger levels. The notification requirements apply to both friable and non-friable asbestos materials.

Permits are required for the abatement of friable asbestos projects where the quantity of asbestos-containing material to be abated exceeds the trigger levels and the work is in an area of public access.

2. GOVERNOR'S EXECUTIVE ORDER # D0011 95 Improving the Alignment of State Plans with Regional Visions

"Whereas, the Interregional Council of the Smart Growth and Development Initiative recommends that **cooperation among all levels of government** is integral in establishing responsible growth practices in the state of Colorado."

SECTION I. BUILDING CODES

A. Approved Building Codes

See Exhibit A – Approved Building Codes

B. Requests to Change Application of Certain Provisions of the Code

(Note: This section only applies to the International Building Code (IBC), the International Existing Building Code (IEBC), the International Mechanical Code (IMC) and the International Energy Conservation Code (IECC). Contact the other state agencies listed in Section IV for other codes.) All approved changes must be filed with State Buildings Program by the code review agent or approved agency building official as they are determined. In addition, agencies are required to submit documentation of the approved changes with the project code compliance final submittal.

1. **Alternative Methods.** The IBC has provided provisions to allow alternative methods and materials to the prescriptive requirements of the code. Alternative methods maintain the level of life safety created by the

code's prescriptive requirements but uses other methods than may be required by the prescriptive section of the code. Procedure for requesting approval of an alternative method is as follows:

- a) The Architect/Engineer shall submit a request for consideration of alternative method to the state code review agent or the approved agency building code official. This request shall identify the prescriptive requirements of the code that are to be addressed by the alternative method and provide documentation as to how equivalency with the prescriptive requirements will be achieved.
- b) The state code review agent or the approved agency building code official will review the request and may accept or reject the request. In consideration of the request, the code review agent may request additional documentation as required.
- c) The details of any action approving the use of any alternative method shall be recorded and entered in the files at State Buildings Program.
- d) Consulting fees associated with alternatives will be paid by the Agency.

2. **Modifications.** When there are practical difficulties involved in carrying out the provisions of the code, State Buildings Program or the approved agency building code official may grant modifications for individual cases. State Buildings Program shall first find that a special individual reason makes the strict letter of the code impractical and that the modification is in conformance with the intent and purpose of the code and that such modification does not lessen any health, accessibility, life and fire safety or structural requirements. Procedures for requesting approval of a modification are as follows:

- a) The Agency is to provide in writing a request for modification to State Buildings Program or approved agency building code official. Be as specific as possible, indicating the code section to be modified. Provide reasons for the modification and other substantiating documentation as required.
- b) State Buildings Program or approved agency building code official will review the request. At its option State Buildings Program may solicit the comments from its code review agents and other qualified entities. Submit information as specified on Exhibit M Request for Modification.
- c) State Buildings Program or approved agency building code official shall first find that a special individual reason makes the strict letter of the code impractical and that the modification is in conformance with the intent and purpose of the code and that such modification does not lessen any health, accessibility, life and fire safety or structural requirements.
- d) The details of any action granting modifications shall be recorded and entered in the files of State Buildings Program.
- e) Modifications may only be provided by State Buildings Program or the approved agency building code official.
- f) Consulting fees associated with modifications will be paid by the Agency.

3. **Appeals.** When the Agency has a disagreement as to the interpretation of code requirements, it may appeal the decision of the state code review agent or the approved agency building code official. It is noted that an appeal is not permitted to reduce or waive the requirements of the code. The procedure for appeals is as follows:

- a) Provide a request in writing for appeals to State Buildings Program or the approved agency building code official. Be as specific as possible, indicating the code section in contention. Provide reasons for the appeal and other substantiating documentation as required.
- b) State Buildings Program will review the request. At its option State Buildings Program may solicit the comments from its code review agents. Fees associated with such solicited comments will be paid by State Buildings Program.
- c) Accepted Appeals will be distributed to the agency and the state's code review agents.
- d) Rejected Appeals will be distributed to the agency and the state's code review agents.
- e) Establishment of Board of Appeals. State Buildings Program will endeavor to establish a Board of Appeals. Once this board is established it will be responsible to review and act upon the request on behalf of State Buildings Program.
- f) Appeals may only be provided by State Buildings and Programs or approved agency building code officials.

4. **Amendments.** Amendments are intended to modify, delete, or supplement specific provisions of the codes. Amendments are to be applicable to all projects and must be approved by State Buildings Program. The procedure for requesting approval of an amendment is as follows:

- a) The agency is to provide in writing a request for amendment to State Buildings Program. Be as specific as possible, indicating the code section to be modified, deleted, or supplemented. Provide reasons for the amendment and other substantiating documentation as required.
- b) State Buildings Program will review the request. At its option State Buildings Program may solicit the comments from its code review agents. Fees associated with such solicited comments will be paid by State Buildings Program.
- c) Rejected amendments will be returned to the Agency.
- d) Amendments may only be established by State Buildings Program.

5. **Code Deficiencies in Existing Buildings**

- a) Each project where repairs, alterations, renovations, upgrades or additions are proposed in an existing state owned building should include a code compliance plan commensurate with the scope of the project. The International Code Council (ICC) Compliance Method should be noted on the compliance plan. The code review agent's review will be as is needed to assess compliance within the project scope.

All work is to comply with IEBC, International Existing Building Code as a minimum requirement. Additionally, it is the policy of State Buildings Program to bring existing structures into conformance with current codes as much as practical within the intended scope of the project. To this end, the code review agent is directed to comment on conditions as discovered that are noted not in compliance with current code requirements. Such deficiencies that are noted should either be corrected in the drawings or acknowledged by the agency in a letter to the code review agent indicating why the items cannot be incorporated into the work.

- b) Existing Non-Conforming Buildings

A building that cannot be shown to comply with the building code edition adopted and current at the time of first construction (Uniform Building Code or International Building Code) or had a subsequent change in occupancy or use is considered to be an existing non-conforming building. It is incumbent upon the agency and/or Architect/Engineer to include code compliance in its due diligence study for the project scope definition and funding request and design in order to address existing non-conforming conditions as early in the process as possible to avoid future problems. Existing non-conforming conditions should be addressed in the code compliance plan.

The code review agent is directed to comment on the existing non-conforming conditions as discovered whether or not the conditions are within the scope of the project. Discovery may occur either during plan review or inspections. At its option the code review agent may choose not to comment on conditions that it considers not to substantially affect the overall life safety of the facility.

Conditions that are existing and non-conforming are to be corrected as part of any project involving the subject building. Conditions that cannot be corrected must be individually acknowledged in a letter to State Buildings Program and the Office of Risk Management and signed by the agency Principal Representative indicating why the condition cannot be corrected or otherwise mitigated. State Buildings Program will request an opinion from the code review agent regarding the nature of the non-conforming condition and will then consult with the Office of Risk Management concerning appropriate action.

- c) Renovations

Where substantial work or renovation is proposed within a building or portion of a building, that building or portion is to be brought into full compliance with the current code to the maximum degree possible. All due diligence studies and project funding requests should take this into account. The code review agent is directed to comment on conditions that are noted not to comply with current code requirements as discovered, whether or not the conditions are within the scope of the project. Such deficiencies that are noted should be corrected in the work. If the deficiency cannot be corrected or otherwise mitigated, it must be acknowledged by the agency in a letter to the code review agent indicating why the items cannot be incorporated into the work. If the code review agent does not agree with the agency findings,

it may request the matter be addressed to State Buildings Program prior to issuance of a Compliance Notice. This is limited to work that is not *required* by the code under provisions of IEBC.

The code review agent may issue a Compliance Notice with a contingent reference to the agency Principal Representative with letters as discussed herein.

d) Change of Use or Occupancy

Existing buildings that are to undergo a Change of Use are required to comply with current code requirements per IEBC. Existing conditions that cannot be modified to meet current code requirements may be addressed to State Buildings Program with a request for modification per SBP policy.

Note: The term code review agent refers to either the approved SBP code consultants or the approved agency building code official.

SECTION II. CODE COMPLIANCE PLAN REVIEWS

- A. Agency project managers for all construction projects requiring code review for state agencies on state-owned or state leased-purchased properties or facilities are to submit design documents for code compliance reviews to the state's code review agents or State Buildings Program approved agency building code official. The purpose of these reviews is to ensure conformity of physical planning with approved state building codes.

All documents submitted for code compliance drawing reviews are to be prepared by licensed professional architects pursuant to Title 12, Article 4, C.R.S., or, if applicable, licensed professional engineers pursuant to Title 25, Article 4, C.R.S.

1. State Buildings Program has selected and contracted with several consultants to provide code compliance reviews statewide. Each agency, however, directly procures the services of the code review agent through a Plan Review Authorization (SBP-017) form for each project. An estimated cost for the code review is to be initially included on the Construction Project Application (SC-4.1) by the agency. Note: The Department of Public Health and the Environment, Division of Consumer Protection will review drawings for food service related projects. Agencies are responsible for contacting local fire districts to seek their input at the beginning of the design process.
 2. Instructions for working with the state's approved code review agents are included in SBP's document Plan Review Procedures (Exhibit B).
 3. The Plan Review Procedures document is referenced in the Architect/Engineer Agreement (SC-5.1) and the Architect/Engineer Agreement Terms and Conditions (SC-5.1T) and is thereby incorporated into the contracts for professional services as a guideline for minimum required information for code review submittals per drawing phase.
- B. All reviewed projects are to be provided with a Compliance Notice with a listing of required inspections by the state's code review agent or the approved agency building code official prior to State Buildings Program/Delegate issuance of the Notice to Proceed (SBP-6.26) or (SBP-7.26).

If the Compliance Notice is contingent on the inclusion of the Construction Document code review submittal comments, the agency project manager must certify to State Buildings Program on the Compliance Notice that is sent to SBP with the Notice to Proceed (SBP-6.26 or SBP-7.26) that the code review agent's comments were incorporated into the drawings and specifications. If there were exceptions to the code review agent's comments that were resolved through an appeals process, that resolution must also be certified by the agency project manager.

SECTION III. BUILDING INSPECTIONS

All reviewed construction projects shall be inspected for building code compliance. This section describes the responsibilities for building inspections of State Buildings Program. Section IV describes inspection responsibilities of other state departments.

- A. **Building Inspection Record (SBP-BIR)**. At the completion of the code compliance plan review phase, the state's code review agent or the approved agency building code official will issue along with the Compliance Notice a list of the required inspections.

Prior to the start of construction, the agency project manager will procure the services of the same consultant who performed the document review for building inspections unless utilizing internal staff (See Section III B.) The project manager will conduct a coordination meeting with the code review agent who will serve as inspector of record for the project and others who may have building inspection responsibilities (if applicable) to identify the responsible parties for each required inspection and assign the responsibility for the final inspection sign off. The Architect/Engineer and the Contractor will also attend this meeting. If applicable, a representative from the local fire district will be invited to attend.

1. The agency's project manager will transfer the required inspections onto the Building Inspection Record (SBP-BIR) yellow card that is to be provided to the Contractor at contract signing.
2. The Building Inspection Record (SBP-BIR) will indicate by checked box, the minimum required inspections and the appropriate inspectors for each project submitted for review.
3. The Building Inspection Record (SBP-BIR) is to be posted in an obvious, protected location, along with all related inspection reports and documents.
4. It is intended that all inspectors sign the Building Inspection Record (SBP-BIR) and enter their ICC Certification number (if applicable) after conducting each inspection. See Section III.B below for the required inspector qualifications.
5. At the completion of the project when the agency project manager and the code review agent as inspector of record for the project have determined that all required inspections have taken place, they both will sign the Building Inspection Record (SBP-BIR). The fully signed Building Inspection Record (SBP-BIR) along with all supporting documents will become part of the project close-out documentation and a copy of the Building Inspection Record (SBP-BIR) will be sent to State Buildings Program.

- B. **Building Inspection Authorization (SBP-018)**. State Buildings Program has selected and contracted with several consultants to provide building inspections statewide. However, each agency must directly procure the services of the consultant through a Building Inspection Authorization (SBP-018) form for each project. An estimated cost for the building inspection is to be initially included on the Construction Project Application (SC-4.1). Note that agency staff may perform inspections only if they have appropriate ICC certifications. Qualifications include ICC Certified Commercial Building, Electrical, Mechanical, or Plumbing Inspector. These staff shall be noted on the annual Action Plan for Code Compliance (Exhibit K) A licensed architect or engineer in the state of Colorado with appropriate ICC certification and who is not the architect or engineer of record for the project may also perform the inspections.

- C. **Inspection Report (SBP-019)**.

1. The Inspection Report (SBP-019) is to be used by the inspection consultant or ICC certified agency staff providing inspection services to thoroughly document what has been rejected and what has been approved in addition to the consultant or staff member inspector signing the Building Inspection Record (SBP-BIR) card. The inspections may include as per the Building Inspection Record (SBP-BIR):
 - Building Inspections
 - Special Inspections
 - Elevator Inspections*
 - Electrical Inspections*
 - Plumbing Inspections*
 - Fire Department Inspections
 - Boiler Inspections*

- ❑ Health Department Inspections*
- ❑ Other Inspections

* Note: The Plumbing and Electrical Boards, the Health Department, the Boiler Inspector, and Conveyance Administrator provide other means for the contractor to request their inspections. Refer to section IV.

2. It is the responsibility of the agency's project manager to receive all Inspection Reports after the inspector has completed each required inspection and direct the Contractor to comply with all corrections noted.

Additionally, the agency's project manager is also required to coordinate efforts with the other state authorities conducting required inspections (refer to section IV) and sign the Building Inspection Record (SBP-BIR) to indicate that the inspection was conducted and completed, if the inspecting entity has not already done so.

3. Building Inspections are in addition to the observations performed by the Architect/Engineer as required by the A/E Agreement. These building inspections shall include:
 - a) Inspections of footings / foundations, concrete slab and under-floor, lowest floor elevation, framing, lath and gypsum board, fire-resistant penetrations, mechanical and energy efficiency, roofing, and final inspections.
 - b) Special inspections as required by applicable provisions of the code including steel, concrete, masonry, wood, soils/foundations, spray-applied fireproofing and smoke control systems. The Architect/Engineer shall identify the special inspections required.
 - c) Plumbing and electrical inspections per the State Plumbing and Electrical Boards (refer to section IV).
 - d) Fire protection system per the Division of Fire Prevention and Control and fire alarm by the local fire district (refer to section IV).
 - e) Boiler inspections for new and modified installations (refer to section IV).
 - f) Elevator/escalator inspections for new or altered installations (refer to section IV).
 - g) Health Department inspections for all food service installations by the local health authority (refer to section IV).

D. **Building Occupancy / Documentation.** Once the contractor has determined that the project is complete, the agency's project manager verifies that all items on the close-out documents have been completed, and that the forms are fully signed-off prior to issuing the Notice of Final Acceptance (SC-6.27). The steps in the close-out process include:

1. **Notice of Substantial Completion (SBP-07).** Following the Contractor's submittal of the Notice of Completion accompanied by the Contractor's punch list, the Architect/Engineer, the Principal Representative and the Contractor will conduct a final inspection and the Architect/Engineer will issue a final punch list. The Notice of Substantial Completion will establish the date of substantial completion of the project (and the beginning of the warranty period) and will be issued when: all required building code inspections have been completed and all deficiencies noted on the Building Inspection Record (SBP-BIR) have been corrected; the building has been fully cleaned and can be used by the Principal Representative and the public; and the Contractor has provided a schedule for the completion of all items on the punch list.
2. **Notice of Approval of Occupancy/Use (SBP-01).** If the Principal Representative wishes to occupy the entire project or a portion of the project before completion following the issuance of the Notice of Substantial Completion, then a review of the conditions and progress are noted. This review is conducted by the Architect/Engineer, State Buildings Program, and the Contractor and evaluates security, safety systems, exiting, power, lighting and HVAC systems.
3. **Notice of Final Acceptance (SC-6.27).** The Notice of Final Acceptance (SC-6.27) establishes the completion date of the project. It shall not be authorized until the Contractor performs the work to allow completion and approval of the Pre-Acceptance Checklist (SBP-05).

Where Notices of Partial Substantial Completion (SBP-071) have been issued, Notices of Partial Final Acceptance (SBP-6.271) may be similarly issued when appropriate.

SECTION IV. COORDINATION WITH OTHER STATE DEPARTMENTS

A. Coordination with State Plumbing and Electrical Boards

The Colorado General Assembly has created the Colorado State Electrical Board and the Colorado Examining Board of Plumbers of the Department of Regulatory Agencies with the power to adopt and enforce plumbing and electrical codes. State Buildings Program supports the boards' efforts in ensuring compliance with the adopted codes.

1. Codes. The State Boards regularly adopt plumbing and electrical codes as per Exhibit A, Approved Building Codes. Compliance with these codes is mandatory on all construction projects.
2. Amendments. The State Boards have issued amendments as part of their adoption of these codes. Compliance with these amendments is required on all construction projects.
3. Variiances. State Buildings Program will not consider alternative methods, modifications, appeals, or amendments to the codes approved by the state boards. Requests for such should be addressed to the State Boards at (303) 894-2300 and copied in writing to State Buildings Program.
4. Code Compliance Plan Reviews. The state boards do not conduct plan reviews. However, the state's code review agents will conduct plan reviews for electrical and plumbing work for conformance with the state boards' adopted codes. Please note that the boards enforce the editions of their codes that are in effect at the time of permitting not at the time of design or plan review.
5. Inspections. Plumbing and electrical inspections on state projects are to be provided by the state boards. Such inspections should be noted on the Building Inspection Record (SBP-BIR) card. It is the responsibility of the contractor to call for these inspections at (303) 894-2300.
6. The State Electrical Board and the Colorado Examining Board of Plumbers both issue inspection permits and charge a fee. At the completion of the final inspections, a certificate of approval will be issued.

B. Coordination with Local Fire Jurisdictions and the Division of Fire Prevention and Control

Most state facilities are included within the boundaries of an established fire district. It is the responsibility of those fire authorities to provide service to the state facilities. This policy is in compliance with Executive Order D0011 95 which requires that state facilities be planned and built in a manner consistent with local regulations.

1. Codes. Agencies are responsible that project design and construction is in compliance with the codes approved by the fire district where the project is to be built. In the event that there is no local district, or the district has not approved a recognized code, the current edition of the International Fire Code shall be utilized.
2. Review. It is mandatory that agencies consult local fire districts prior to the start of design. Plans and specifications for all construction projects with fire code related issues shall be submitted to the fire district for review. **A Memorandum of Understanding should be put in place with the agency/institution with the fire district every 5 years to define fire district scope and requirements. See Exhibit K for more information.** Fire protection systems must be reviewed by Department of Public Safety/Division of Fire Prevention and Control certified personnel. A fee is charged for plan registration, plan review, and inspection. Fire alarm systems shall be reviewed by the fire district or by the state's code review agent. Unless otherwise approved by State Buildings Program, the fire district review will be incorporated into the documents. In the event of a conflict, State Buildings Program should be contacted.
3. Inspections. All construction projects must be made available to the fire district for inspections. Fire protection systems shall be inspected by Division of Fire Prevention and Control certified personnel. Fire alarm systems shall be inspected by the fire district or an approved inspector. Unless otherwise approved by State Buildings Program any requirements resulting from these inspections shall be incorporated into the project. It is the responsibility of the agency's project manager to coordinate this inspection with the local fire district.
4. Sovereignty. This policy is an effort to facilitate cooperation between the state and local authorities. This policy does not limit the sovereign authority of the state.

C. Coordination with State Boiler Inspector

The Colorado General Assembly has created the Boiler Inspection Section of the Division of Oil and Public Safety of the Department of Labor and Employment with the power to adopt and enforce the Colorado Boiler

and Pressure Vessel Code. State Buildings Program supports the Boiler Inspector's efforts in ensuring compliance with the adopted codes.

1. Codes. The Boiler Inspection Section regularly adopts Boiler and Pressure Vessel Codes. Compliance with these codes is mandatory on all construction projects.
2. Amendments. The Boiler Inspection Section may issue amendments as part of its adoption of the code. Compliance with these amendments is mandatory on construction projects.
3. Variations. State Buildings Program will not consider alternate methods, modifications, appeals, or amendments to the codes approved by the Boiler Inspection Section. Requests for such should be addressed to the Boiler Inspection Section at (303) 318-8481 and copied in writing to State Buildings Program.
4. Code Compliance Plan Reviews. The Boiler Inspection Section does not conduct plan reviews. However, the state's code review agents will conduct plan reviews for boiler and pressure vessel work (both new and repair) in conformance with the Boiler Inspection Section's adopted codes.
5. Inspections. Boiler and pressure vessel installation and/or repair inspections are to be provided by the Boiler Inspection Section. Such inspections should be noted on the Building Inspection Record (SBP-BIR) card. It is the responsibility of the Contractor to call for these inspections at (303) 318-8481.
6. The Boiler Inspection Section issues an inspection certificate when a boiler installation or repair has been found to comply with the Colorado Boiler and Pressure Vessel Code and a fee will be charged.

D. Coordination with Administrator for Conveyances

The Colorado General Assembly has created the Conveyance Section of the Division of Oil and Public Safety of the Department of Labor and Employment with the power to adopt and enforce a safety code for elevators, escalators, and automated people movers. State Buildings Program supports the Division's efforts in ensuring compliance with the adopted standards.

1. Codes. The Conveyance Section adopts standards for conveyances. Compliance with these standards is mandatory on all construction projects.
2. Amendments. The Conveyance Section may issue amendments to the adopted standards. Compliance with these amendments is mandatory on all construction projects.
3. Variations. State Buildings Program will not consider alternative methods, modifications, appeals, or amendments to the standards approved by the Conveyance Section. Request for such should be addressed to the Conveyance Section at (303) 318-8536 and copied in writing to State Buildings Program.
4. Code Compliance Plan Reviews. The Conveyance Section does not conduct plan reviews. However, the state's code review agents will conduct plan reviews for elevators and escalators (both new and altered) in conformance with the Conveyance Section's adopted standards. All conveyances in Colorado shall be registered with the Conveyance Section/Division of Oil and Public Safety.
5. Inspections. Inspections are to be provided by inspectors licensed by the Conveyance Section/Division of Oil and Public Safety. Qualified local authorities having jurisdiction may enter into a memorandum of agreement with the Conveyance Section/Division of Oil and Public Safety to regulate conveyances that are located within their jurisdiction.
6. The Conveyance Section or authority having jurisdiction will issue a Certificate of Operation indicating that the conveyance has been inspected by a third party licensed conveyance inspector and complies with the rules of the Conveyance Section or approved authority having jurisdiction.

E. Coordination with the Division of Consumer Protection of the Colorado Department of Public Health and Environment

The Colorado General Assembly has created the Division of Consumer Protection within the Department of Public Health and Environment to adopt and enforce a uniform code of sanitary rules and regulations for food service establishment construction or renovation. State Buildings Program supports the Division's efforts in ensuring compliance with the adopted code.

1. Codes. The Division regularly adopts sanitary rules and regulations. Compliance with these rules and regulations is mandatory on all construction projects.
2. Amendments. The Division may issue amendments as part of the uniform code of sanitary rules and regulations. Compliance with these amendments is mandatory on all construction projects.

3. Variiances. State Buildings Program will not consider alternate methods, modifications, appeals or amendments to the code approved by the Division. Requests for such should be addressed to the Division of Consumer Protection at (303) 692-3620.
4. Code Compliance Plan Reviews. The Division does provide for mandatory drawing reviews. At the time a plan is submitted for review, an application fee shall be paid to the department or local board of health.
5. Inspections. The Division conducts a pre-opening inspection of a new or extensively remodeled food service establishment. The fee for plan review and reopening inspection shall be the actual cost of such review. It is the responsibility of the agency's project manager to coordinate this inspection with the local health department.
6. A license to operate will be granted by the Division following compliance.

F. Coordination with the Division of Housing of the Colorado Department of Local Affairs

The Colorado General Assembly has created the Division of Housing within the Department of Local Affairs to establish rules and regulations concerning factory-built nonresidential structures. State Buildings Program supports the Division's efforts in ensuring compliance with the adopted code.

1. Codes. The Division of Housing has adopted the 2012 edition of the International Building Code. Contact the Division for applicable appendices and other required codes and standards. Refer to Resolution #35.
2. Amendments. The Division of Housing may issue amendments as part of its adoption of the code. Compliance with the adopted code and amendments is required.
3. Variiances. State Buildings Program will not consider alternate methods, modifications, appeals, or amendments on factory-built nonresidential structures. Requests for such should be addressed to the Division of Housing at (303) 866-2033 and copied in writing to State Buildings Program.
4. Code Compliance Plan Reviews. The Division of Housing provides for plan reviews of factory-built nonresidential structures for special occupancies, e.g. structures to be used as day care centers rather than structures to be used as portable offices. The state's code review agents will provide plan reviews for code compliance for site adaptation and installation issues.
5. Inspections. Inspections at the factory for factory-built nonresidential structures will be conducted by the Division of Housing certified personnel. Factory-built nonresidential structures approved by the Division of Housing will bear an official insignia. The state's code review agent will indicate the site related inspections that are required.

G. Coordination with the Air Pollution Control Division of the Colorado Department of Public Health and Environment

The Colorado General Assembly has created the Air Pollution Control Division within the Department of Public Health and Environment to adopt and enforce regulations for asbestos abatement. State Buildings Program supports the Division's efforts in ensuring compliance with the adopted regulations.

1. Codes. The Air Pollution Control Division enforces Regulation No. 8 Part B Asbestos adopted by the Air Quality Control Commission. Contact the Air Pollution Control Division for all state and federal regulations requiring inspections for asbestos.
2. Amendments. The Division may issue amendments to Regulation No 8. Compliance with current regulations is mandatory.
3. Variiances. State Buildings Program is not involved in approving variances. Requests for approval of alternative procedures should be addressed to the Permit Coordinator at the Air Pollution Control Division at (303) 692-3100.
4. All Renovation Projects. The structures/components to be disturbed must be inspected for asbestos by a state certified asbestos inspector. If the amount of asbestos-containing material to be disturbed exceeds the following trigger levels then an abatement contractor must remove the material.

In single family residences, the trigger levels are 50 linear feet on pipes, 32 square feet on other surfaces, or the volume equivalent of a 55 gallon drum.

In other than single family residences, the trigger levels are 260 linear feet on pipes, 160 square feet on other surfaces, or the volume equivalent of a 55 gallon drum.

A certified removal contractor must remove asbestos containing materials that are regulated or may become regulated before they are disturbed by renovation or demolition activities. A written notification to DPHE, payment of a notification fee and a ten (10) working day waiting period is required before the removal of regulated asbestos containing materials.

5. Demolitions, Destructive Salvage, House Moving. The building must be inspected for asbestos by a state certified asbestos inspector. Asbestos removal (if necessary) must be performed by a certified removal contractor. A Notification of Demolition form must be submitted to DPHE even if no asbestos was found during inspection; payment of a notification fee and a ten (10) working day waiting period are required before the demolition can proceed.

SECTION V. COMPLIANCE

A. Agency Action Plan for Building Code Compliance

Each agency and institution of the state is required to complete the Agency Action Plan for Building Code Compliance annually to describe their action plan for code compliance in accordance with this policy. The completed Agency Action Plan for Building Code Compliance (see Exhibit K) is to be returned to SBP with the Annual Facility Management Reporting early in each fiscal year for review and approval. A Memorandum of Understanding with the local fire district is to be provided every five years.

B. Building Code Compliance Documentation Submittal

Agencies are required to submit the following documents to State Buildings Program when a project is complete and closed out.

Delegated agencies/IHE should send an electronic copy of the following:

1. Notice to Proceed (SBP-6.26) or (SBP-7.26)
2. Compliance Notice (including building inspection recommendations) issued by the code review agent with certification, if required, and documentation concerning alternative methods, modifications, and appeals, if applicable, or a memo from the agency with email from code review agent stating why code review was not required
3. Building Inspection Record (SBP-BIR)
4. Notice of Approval of Occupancy/Use (SBP-01).

The documents should be submitted along with the Code Compliance Documentation Submittal memo (Exhibit L-1).