

## CODE COMPLIANCE POLICY EXHIBIT K



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM

# ACTION PLAN FOR CODE COMPLIANCE

Institution or Agency:  
Date Submitted:  
Delegate Name:

The Department of Personnel & Administration (DPA)/State Buildings Programs (SBP) is responsible per C.R.S. § 24-30-1303 for establishing minimum building codes, developing methods to ensure conformity of physical planning with approved building codes, and developing standards of inspection. In order to implement this statutory responsibility, SBP developed the policy Building Code Compliance: Coordination of Approved Building Codes, Plan Reviews and Building Inspections.

A major tenet of the SBP Building Code Compliance policy is the annual reporting required of all State agencies/institutions. Each agency/institution must detail how it complies with SBP requirements for plan review, building inspection, and compliance reporting. This report, The Agency Action Plan for Code Compliance, is required to be annually prepared and submitted to SBP for review and approval. In addition to submitting the Agency Action Plan for Code Compliance, those agencies/institutions that have been authorized to conduct their own code review process must also annually submit a written report describing the code compliance process at the agency, identifying all individuals involved, and include their International Code Council (ICC) certifications.

### 1 Plan Reviews and Building Inspections

While code compliance *reporting* as discussed below is required only on appropriated projects - or cash funded projects over two million dollars, building code compliance plan review is required *on all projects* unless an exception is provided by ICC. If there is a question as to whether code review is required or not, the agency project manager should consult with one of the State's code review agents.

- 1.1 Does your agency/institution utilize the services of one or more of the State's code review agents to provide code compliance plan reviews on your capital construction, controlled maintenance, emergency, cash and in-house funded projects? ☐ Yes      No. If not, please describe the process below:

## CODE COMPLIANCE POLICY EXHIBIT K

- 1.2 If your agency has been pre-approved by SBP to conduct your own plan reviews and building inspections, identify the individual(s) responsible by name, job title, and experience and attach their resumes and ICC certifications. (Attach a separate sheet if necessary)

NAME	TITLE	ICC CERTIFICATION	CERTIFICATION #

### 2 Special Inspections

- 2.1 It is the responsibility of the agency project manager to coordinate building inspections that have been recommended at the conclusion of the plan review process on the Compliance Notice. What is your agency/institution's standard process for conducting special inspections?
- 2.2 Does your agency utilize the State Electrical Board for Inspections? ☐Yes ☐No.  
If not, please describe the process below:
- 2.3 For small in-house projects where the State Boards elect not to inspect, does your agency utilize the services of the: design architect/engineer, inspection consultant, or agency technical staff? If agency technical staff, confirm their certifications are documented above.

### 3 Fire Department

- 3.1 Describe how do you work with the local fire department and/or the Division of Fire Prevention & Control (Department of Public Safety) conducting fire sprinkler and other fire code compliance inspections?
- 3.2 What fire department jurisdictions do you currently have/need a Memorandum of Understanding( MOU)? Attach a copy of each to this Exhibit.

## CODE COMPLIANCE POLICY EXHIBIT K

### **4 Health Department**

- 4.1 What is your agency/institution's standard process for working with the local health department (delegated by the Department of Public Health and Environment) for plan review and inspection of food service

### **5 Code Compliance record retention**

- 5.1 As part of project management, describe your agency/institution's methodology for maintaining files. Do you maintain a centralized code compliance file or is the documentation maintained within specific project files? Are interim reviews, correspondence, and reports kept permanently or just final documents?
- 5.2 Identify the individual/job title responsible for Project file maintenance including coordinating the code compliance documentation submittal and project closeout final SC4.1 reconciliation submittal.

### **6 Other Codes and Standards**

- 6.1 On a separate exhibit, provide a list of any other codes or standards that have been adopted by your agency/institution beyond those listed in the Approved State Building Codes adopted by SBP if any, due to specific building types, accreditation requirements, or funding requirements. (Please do not add those already listed in OSA Policies and Procedures).