



ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

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Routt County Electrical, Plumbing, and Mechanical Permit and Inspection Process Update 2017

- ❖ Starting September 1st 2017 Any and all New Submitted Project for Electrical, Plumbing, and Mechanical work performed in Routt County will require a Trade Specific Permit. The Building permit will no longer cover the other trades permit. This will allow the Building Dept. to track and keep record of who is performing work making sure appropriate licensed individuals are performing trade specific work in Routt County.

- When the Building permit applicant includes the total cost of the Electrical, Mechanical, and Plumbing work with the Building cost into the valuation, there is no additional cost for a trade specific permit.

- When the Building Permit applicant does not include the cost of the trade specific work, then all regular Fee Schedules will apply and will need to be paid by the Electrical, Mechanical, or Plumbing Contractor during the permit application process.

- When there is no Building Permit on a project, then all regular Fee Schedules will apply and will need to be paid by the Electrical, Mechanical, or Plumbing Contractor during the permit application process.

Trade Permit Application Process

- Trade contractors must apply online at the Routt County website (www.co.routt.co.us) and go to Apply for Building Permit which will take you to the View Point website, or you can apply in person at the building department for all Trade Specific work prior to inspections.
- In View Point permitting software you must create an account unless you already have an account established. Once you have logged into your account you will choose the type of trade specific permit your applying for.
- **NOTE:** Inspection reports are electronic so make sure valid current email is entered into your View Point Account so you can receive our inspection reports and comments instantly after the inspection is complete
- In the work description box you must list the Building Permit Number you are performing work under so we can connect the two permits internally.
- Upon completion, you will be prompted to pay for the Permit, Do Not Pay for the Permit if it has been included and paid for with the Building Permit application. Submit your permit application without payment and Building Department staff will remove the invoiced amount on your application once we receive it and verify this was included in the Building Permit value.

NOTE: Trade Permits in which Fees were not included in a Building Permit Application must be paid in full.

- Electrical contractors will be issued an “E” permit (example: E-17-000) Mechanical contractors will be issued an “M” permit, and Plumbing contractors will be issued an “P” permit.
- Only Licensed Contractors in the State of Colorado can pull Electrical and Plumbing Permits.
- Mechanical Contractors must be registered with the Routt County Building Department and have current insurance and registration on file.

Scheduling Inspections – Work must be complete prior to scheduling inspections. Inspections can be called in the day before, prior to 4pm or scheduled online up until midnight the day before. The online request is preferred as you will get email verification that it has been scheduled. The permit number will be issued to the Trade Specific Contractor so they must schedule the inspections. It will be at the Trade Contractors discretion to give that number to the General Contractor, if they want them to schedule their inspections.

NOTE* You can schedule inspections online from your smartphone!

Can Homeowners perform Trade Specific Work? Yes. The Colorado State Electrical and Plumbing Board allows a homeowner to perform this work on their own private residence. This is limited to a single-family dwelling and can only be done once in a 3 year period. The home cannot be intended for re-sale or rental in that time period. Homeowners must come in to RCRBD and fill out and sign the “Homeowners Agreement” and apply for the Permit and Schedule inspections. All work must be inspected and done in accordance with all applicable current adopted codes.

NOTE * Contractors cannot perform work under a homeowners permit. A new permit must be pulled in the name of the contractor performing the work.

We appreciate your time and consideration in reading this letter, and please let us know if you have any questions or need assistance in setting up an account on View Point or help applying for your permit, we are here to help and support you through the process.

Sincerely,

Todd Carr, Routt County Building Official