



ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

136 6th Street * P.O. Box 773840 * Steamboat Springs, CO 80477
(970)870-5566 * FAX (970)870-5489 * Email: Building@co.routt.co.us

INSPECTIONS POLICY

SCHEDULING INSPECTIONS - It is the responsibility of the permit holder, or the person doing the work authorized by the permit, to properly notify the building department of all work that is ready for inspection. Inspection requests may be scheduled by calling the inspection line or by entering a request online through their ViewPermit account. Inspection requests must be received the day prior to the inspection.

To schedule an inspection online:

- Log in to your ViewPermit Account
- Click on "Schedule an Inspection"
- Enter Job Address, Permit number, Contact Person and Contact Phone Number
- Select date you want the inspection scheduled for
- Select the type of inspection
- Add any additional information you feel would aid the Building Inspectors, ie., Gate codes or building access.
- Click "Request Inspection"

To schedule an inspection by phone:

- Call the RCRBD inspection line 970-879-0013
- Leave a message with your Permit Number, Site address, Owner's Name, Requested date of inspection, Type of inspection and any additional information you feel would aid the Building Inspectors, ie., Gate codes, contact information or building access.

WORK MUST BE READY FOR INSPECTION. It is the responsibility of individuals scheduling inspections to make sure the work is ready to be inspected and that the job is accessible and exposed for inspection purposes. **A re-inspection fee of \$50.00** will be assessed for work that is not ready and the inspection has not been canceled. Inspections should not be scheduled before the work to be inspected is complete. To cancel an inspection, call the office at 970-870-5566 by 9:00 a.m. the day of the inspection.

ROUGH AND FINAL INSPECTIONS: You must schedule building, electrical, plumbing and mechanical rough-in or final inspections for the **same day!** Due to the large geographical area served and the travel time involved, it is impractical for building department inspectors to make numerous trips to an individual job site for rough-in or final inspections.

SPECIAL REQUESTS: The Inspectors cannot accommodate special time of day requests due to the volume of inspections scheduled and the extensive area we cover.

****Here are some tips to minimize the delay of inspection approvals:**

- Check to make sure work is **COMPLETE** prior to calling for an inspection.
- Check to see that the work is in compliance with the approved plans and specifications.
- Make sure your **approved plans** are onsite and accessible to the Inspector.
- Make sure your Property Identification Card is posted in a **VISIBLE** location on the jobsite.
- If you are getting ready to pour concrete, have your required inspections done the **DAY BEFORE** your concrete is scheduled. *The Inspectors cannot accommodate special time of day requests due to the volume of inspections scheduled and the extensive area we cover.*
- Work shall not be done on any part of the building systems, building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the building department.
- No part of any building or structure shall be covered or concealed without first obtaining the required inspections and approvals by the building department. The building department shall not be liable for any expense entailed in the removal or replacement of any material required to allow proper inspection.