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## Standard Procedure for Contemporaneous Review Colorado State Electrical Licensing

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

1. **Electrical Contractors (EC)** performing electrical work in Routt County must register with, and obtain an electrical permit from RCRBD, prior to work being performed. All electrical work, performed in Routt County, is subject to permitting and inspections by RCRBD.

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

- Electrical Contractor license issued from the State of Colorado
- Current licensing documents from DORA showing the EC's full-time Master Electrician (ME) maintains active registration and licensure (respectively)
- Current General Liability insurance

If no active license or registration exists, RCRBD will not issue an electrical permit.

2. **Active License Verification** EC'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. EC 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 EC or ME originally assigned to the job is replaced or leaves the project prior to completion of permitted work, electrical permits will be inactivated by RCRBD. Permit will be

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# ROUTT COUNTY

REGIONAL BUILDING DEPARTMENT

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

4. **On-site License Verification** Electric inspectors from RCRBD will conduct occasional, random on-site inspections for compliance with 12-115-120(1) and (10).
- These inspections will take place during regular scheduled inspections. Inspectors will verify licensure for all electricians and registrations of all Apprentice Electricians (APE) performing work at a jobsite being inspected. Electricians and apprentices are required to be onsite during inspections and must be able to provide license documentation at all times while performing electrical work. Inspectors will verify EC'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 Electric Board within 48 hours.

#### REFERENCES (if Applicable)

- Colorado Revised Statutes
  - [Section 12-115-120\(1\)](#)
  - [Section 12-115-120 \(10\)](#)
  - [Section 12-115-115](#)
  - [Section 12-115-122\(6\)](#)
  - [Section 12-20-405\(2\)](#)
- Board Website re Contemporaneous Review: by Dec. 1, 2019, posted at a later date
- Board Email address: [dora\\_electricalboard@state.co.us](mailto:dora_electricalboard@state.co.us)

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