

**TOWN OF GILCREST**

**RESOLUTION NO. 2016-12**

**A RESOLUTION ENACTING THE REQUIREMENTS OF HB 16-1073 REGARDING CONTEMPORANEOUS REVIEW OF THE QUALIFICATIONS OF LICENSED ELECTRICIANS DURING THE PERMIT APPLICATION PROCESS**

**WHEREAS**, House Bill 16-1073 makes certain requirements of jurisdictions issuing building permits for electrical work; and

**WHEREAS**, the Board of Trustees desires to comply with the requirements of HB 16-1073; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEE OF THE TOWN OF GILCREST, COLORADO** to adopt Guidelines as follows:

**Electrician License Contemporaneous Review Guidelines**

**PURPOSE**

These guidelines outline the process the Town of Gilcrest uses to meet the requirements for contemporaneous review of electrician licensure, as set forth in C.R.S. § 12-23-116(10).

**SCOPE**

These guidelines apply to all building code inspections performed by the Town of Gilcrest or on its behalf by SAFEbuilt, Gilcrest's private building inspection partner. These guidelines only apply to those building permits requiring a licensed electrician, as prescribed by relevant state and local law. All other permit applications will not be required to meet the requirements of these guidelines.

**PROCESS**

1. Upon receipt of a building permit application for an electrical only permit, the Town of Gilcrest will first review the application to ensure the electrician and his/her state electrical and contractor's license number is listed on the permit. If an electrician is not listed at the time of application, it must be listed before issuance or the permit application will not be processed.
2. The Town of Gilcrest will then verify that the listed electrician has an active electrician's license. The preferred method of verification will be the online license search on the website of the Colorado Department of Regulatory Agencies (<https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx>). If an active license is not verified for the listed electrician, the permit application will not be processed until such time as the information can be verified.
3. If the electrician performing / overseeing the electrical work on the building project changes at any time during construction, the permit applicant must notify the Town of Gilcrest of the new electrician's name and license number. The Town of Gilcrest will then perform an online license verification as described in Step #2 above. If an active license is not verified for the newly-listed electrician, the Town of Gilcrest can require all electrical work to be stopped on the project until a verifiably-licensed electrician is listed.

4. At the time of inspection, the building inspector may at the inspector's discretion request to verify the identity of the electrician performing / overseeing the electrical work on the project, with the intention of verifying compliance with state licensing requirements and the issued permit application. If the inspector is unable to verify the identity of the electrician who performed the electrical work, the inspector may "fail" the inspection at the inspector's discretion until verification is completed.

PASSED, SIGNED, APPROVED, AND ADOPTED this 7<sup>th</sup> day of June, 2016.

TOWN OF GILCREST, COLORADO

ATTEST:



Gail Odenbaugh  
Gail Odenbaugh, Town Clerk

By Jeff Nelson  
Jeff Nelson, Mayor