

## The Town of Gilcrest Plumber License Contemporaneous Review Guidelines

### PURPOSE

These guidelines outline the process the Town of Gilcrest uses to meet the requirements for contemporaneous review of plumber licensure, as set forth in Colorado Revised Statutes, 12-155-120(1) and HB19-1086

### 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, the Town of Gilcrest will first review the application to ensure the plumber and his/her state plumbing and contractor's license number is listed on the permit. **If a plumber 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 contractor and plumbing 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 plumber, the permit application will not be processed until such time as the information can be verified.**
3. If the plumber performing / overseeing the plumbing work on the building project changes at any time during construction, the permit applicant must notify the Town of Gilcrest the new plumber'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 plumber, Gilcrest can require all plumbing work to be stopped on the project until a verifiably-licensed plumber is listed.**
4. At the time of a relevant inspection, the building inspector may at the inspector's discretion request to verify the identity of the plumber 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 plumber who performed / oversaw the plumbing work, they may "fail" the inspection at their discretion until verification is completed.**