



## Electrical License Contemporaneous Review Guidelines

### PURPOSE

These guidelines outline the process the Town of Windsor uses to meet the requirements for contemporaneous review of electrical licensure, as set forth in Colorado Revised Statutes, Sections 12-115-120 (1) and (10) as specifically amended by House Bill 2019-1086

### SCOPE

These guidelines apply to all relevant building code inspections performed after December 1, 2019 by SAFEbuilt, the Town of Windsor'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 “**electrical only permits**”, the Town of Windsor will first review the application to ensure the electrician and his/her state electrical license number is listed on the permit. **If an electrician is not listed, the permit application will be rejected.**
2. The Town of Windsor will then verify that the listed electrician has an active 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 be rejected.**
3. If the electrician performing / overseeing the electrical work on the building project changes before final inspection, the permit applicant must notify the Town of Windsor of the new electrician's name and license number. The Town of Windsor 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 Windsor will require all electrical work to be stopped on the project until a verifiably-licensed electrician is listed.**
4. At the time of a relevant inspection “**for all projects**” requiring a building permit, the building inspector may request to verify the identity of the electrician performing / overseeing the electrical work on the project. This is not required on every inspection and the inspectors may request this verification at their discretion, with the intention of verifying compliance with state licensing requirements. **If the inspector is unable to verify the identity of the electrician who performed / oversaw the electrical work, they may “fail” the inspection at their discretion until verification is completed.**
5. The inspector may, at their discretion, file a complaint with the State Electrical Board for any violation of state licensing requirements.