



## Plumbing License Contemporaneous Review Guidelines

### PURPOSE

These guidelines outline the process the Town of Windsor uses to meet the requirements for contemporaneous review of plumbing 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 plumber, 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 “**plumbing only permits**”, the Town of Windsor will first review the application to ensure the plumber and his/her state plumbing license number is listed on the permit. **If a plumber is not listed, the permit application will be rejected.**
2. The Town of Windsor will then verify that the listed plumber 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 plumber, the permit application will be rejected.**
3. If the plumber performing / overseeing the plumbing work on the building project changes before final inspection, the permit applicant must notify the Town of Windsor of the new plumber'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 plumber, the Town of Windsor will 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 “**for all projects**” requiring a building permit, the building inspector may request to verify the identity of the plumber performing / overseeing the plumbing 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 plumber who performed / oversaw the plumbing 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 Plumbing Board for any violation of state licensing requirements.