



## **Community Development Department Building Division Inspections Schedule -Commercial and Residential**

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### **How to Request an Inspection:**

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An inspection hotline is available for permit holders and their authorized agents.  
Call (970) 264-4151 Ext 234, leave a voice message with the following information:

- Name
- Building Address
- Telephone Number
- Type of Inspection

Please note: Inspections take place Monday thru Friday 8am-4pm.

A 24-hour notice or more is required for all inspections.

Inspections will only be performed with an approved and non-expired development and/or building permit.



**Inspection Information**

### **Prior To and During Construction:**

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- Post the approved/non-expired building permit conspicuously at job site
- Ensure approved development and building plans are available on job site
- All general and subcontractors are required to have, and present upon request, a Town Business License prior to any work being conducted.
- General Contractors must provide, and keep current, a list of all contractors and subcontractors that are working on the project.
- Plan changes must be submitted to the Building Division prior to any changes for review and approval. Submittals shall include a complete application, plans and fee if project value has increased.

### **Permit Extension – Written Request:**

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- Outline the reason that the project is not complete
- Specify requested time (months) to complete project
- Document the items that are completed and items that need to be complete
- Note if any changes are planned from the original permit

## **Development Site Inspections: Commercial and Multifamily**

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- State Storm Water Management Permit (SWMP): Provide copy of approved permit and plans to the Town.
- Erosion Control Devices - Best Management Practices (BMP) erosion control devices identified in SWMP or as needed to ensure all drainage and erosion is controlled from entering neighboring properties. This includes silt fencing, straw waddles, vehicle track pads, etc. BMPs are required to be maintained in good working order throughout construction.
- Provide evidence of construction surveying: Evidence of construction surveying being conducted to ensure proper grading of ground, sidewalks, trails and roadways. Provide documentation from Colorado licensed surveyor that construction survey was performed for each improvement. All property survey corner pins shall be in place.
- Utility Provider Installation Approval: All utility installations are required to be placed underground. Developer shall provide written verification of all utility line and equipment installations were inspected and approved from each respective utility provider, including but not limited to: Pagosa Fire Protection District (PFPD), LaPlata Electric Association (LPEA), Pagosa Area Water and Sanitation District (PAWSD), Pagosa Springs Sanitation General Improvement District (PSSGID), Black Hills, Centurylink, Zito, etc..
- Aggregate Base Course Materials: Developer shall provide geotechnical reports on the aggregate base course source and specifications of material used. Also, Geotechnical compaction test reports shall be provided to the Town within 5 days of the report being completed and prior to asphalt or concrete being installed.
- Sidewalk, drainage catch basins, etc. concrete forms and rebar inspection: Where identified in engineered drawings, contractor shall call for inspections after forms and rebar are installed and prior to pouring concrete.
- Asphalt and Concrete Testing Reports: Results of material testing shall be provided to the Town Building and Fire Safety Division within 5 days of geotechnical report being completed. Concrete delivery tickets noting the mix design shall be provided to the Town Building and Fire Safety Division.

## **Foundation/Retaining Wall: Slab-on-Grade, Footing and Stem Walls**

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- Structure location verified for compliance with approved plans
- All excavations and trenches are completed
- All forms and reinforcing steel in place
- Foundation inspection must be complete prior to scheduling concrete delivery

## **Framing**

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- Roof, framing, fire blocking, exterior sheathing, and bracing are in place
- Chimneys and vents are complete
- Rough plumbing, heating, and electrical are complete
- State plumbing and electrical inspections approved – provide copy

## **Plumbing - Rough**

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- Installed and tested with water or air, in accordance with the International Plumbing Code (IPC), and observed by the building inspector
- Gas piping is included in rough plumbing inspections

## **Mechanical - Rough**

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- All vents, rough-in ductwork, and draft stops should be completed in accordance with the International Mechanical Code (IMC) and approved plans.

## **Insulation – Energy**

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- Insulation installed in floor, roof, ceiling and walls per approved plans
- For foam type insulation, provide insulation certificate
- Eave vents/baffles complete
- Windows/doors installed for compliance with Energy Code
- Window/door glazing (tempered glass) installed (IRC Section R308)(IBC Chapter 24)
- Venting – crawl space and roof (IRC Section 408.1)
- Crawl space vapor barrier.

## **Drywall / Fire Resistive Assemblies**

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- Drywall should be complete and screwed or nailed in accordance with the International Building Code (IBC), Chapter 25 and International Residential Code (IRC) Table 602.3 or as submitted and approved on the plans by a design professional
- Taping and texturing may occur after approved drywall inspection
- Nailing inspections required for engineered diaphragm roof designs and engineered shear wall designs
- Fire door(s) installed, self-closing and labeled
- Garage/living fire wall installed per approved plans

## **Temporary Certificate of Occupancy (TCO)**

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Minimum requirements to obtain a TCO:

- All preceding inspections are complete and approved
- Residential occupancy: one completely working bathroom with shower or tub, kitchen sink and range/stovetop installed and operating.
- Heating system (both furnace & water heater) installed and working
- Final approval for electrical system (provide copy)
- Final approval for plumbing system (provide copy)
- All life-safety features completed and tested such as smoke alarms, carbon monoxide detectors, combo sets.
- Interior/exterior steps/stairs, handrails and/or guardrails complete
- If in a wildfire hazard area, defensible space is highly recommended.
- Other, if applicable to project:
  - Surveyor's elevation "as-built" certification for floodplain/floodway
  - Final approval for fire sprinkler system (provide copy)
  - Final approval for fire alarm (provide copy)
  - Final approval for septic or food license (provide copy)

## **Certificate of Occupancy/Completion - Final Inspection**

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- All proceeding inspections are complete and approved
- Site improvements – landscaping, exterior lighting and drainage/grading are complete as follows:
  - Landscaping: For commercial and multifamily projects, landscaping and irrigation installed pursuant to approved plans.
  - Exterior Lighting: All exterior lighting complies with Town exterior lighting code. Light sources – LED board, bulb, reflective surface must be shield from visibility while standing at the property lines. Streetlights are exempt from this requirement; however, inspection shall verify Town approved streetlights have been installed pursuant to approved plans. State Electrical inspector final inspection approval shall be provided to the Town Building Division upon completion.
  - Residential Drainage/Grading: Ensure positive drainage away from the structure pursuant to the building code. Drainage must be directed away from neighboring properties and directed to Town approved drainage facilities (typically a road or alley or storm drain system). Ensure that if the roof eave is within 7.5 feet of the property line, that roof snow shedding is controlled (roof snow anchors or composite shingles) to ensure snow shedding will not impact neighboring properties.

- Commercial/Multifamily Drainage: Drainage swales, underground storm sewer drains, drainage detention facilities are complete. The designing engineer shall provide an inspection report of completed drainage and detention facilities.
- Revegetation/Erosion Control: Ensure that the site has been revegetated/landscaped to at least 70%, or that erosion control structures (typically silt fencing, straw waddles, rip rap, etc.) are securely installed to ensure erosion does not enter neighboring properties. Since revegetation can take some time, this may be listed as a contingency on the Certificate of Occupancy.

- Building address numbers posted
- Construction site cleared of debris/trash, excess building materials, construction equipment, portable toilets, etc.
- Driveway and parking lots are finished with all-weather material (gravel, asphalt and/or concrete). Minimum residential vehicle parking has been provided consistent with approved site plan. LUDC requires at least 2 parking spaces for 2+ bedroom residential dwelling units and 1.5 for 1 bedroom and 1 space for studio units. These spaces include garage spaces.
- Commercial and multifamily roads, parking lots, driveways, sidewalks, and trails are complete to approved site plans, including curb and gutter, traffic control signage and striping.
- Property complies with all Municipal and Building Codes

**Disclaimer: The inspection schedule is not all inclusive. Additional inspections may be requested by the Building and Fire Code Official or as required by the Building, Residential and Municipal Codes.**

*Rev. 11/2023-Mg.*