

## **Electrician License Contemporaneous Review Guidelines**

### **PURPOSE**

These guidelines outline the process the Town of Winter Park (the "Town") 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 or on its behalf by Colorado State Electrical Board (CSEB), the Town's electrical inspection partner. These guidelines only apply to those building permits requiring a licensed electrician, as prescribed by applicable state and local law. Other permit applications are not required to meet the requirements of these guidelines.

### **PROCESS THE COLORADO STATE ELECTRICAL BOARD WILL FOLLOW**

1. Upon receipt of a building permit application, CSEB 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. CSEB 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, located at <https://apps.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 project changes at any time during construction, the permit applicant must notify CSEB of the new electrician's name and license number. CSEB 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, CSEB 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. The degree of supervision required shall be no more than one licensed electrician to supervise no more than three apprentices at the jobsite. 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 the electrical work, the inspector may "fail" the inspection at the inspector's discretion until verification is completed.