

**OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS  
POLICIES AND PROCEDURES**



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**BUILDING CODE COMPLIANCE**  
COORDINATION OF APPROVED BUILDING CODES,  
PLAN REVIEWS AND BUILDING INSPECTIONS

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References

1. Colorado Revised State Statutes:

9-4-101-118, Article 4	Boiler Inspection, Department of Labor and Employment
9-5-101-106, Article 5	Department of Personnel
12-23-100.2-120, Article 23	Electricians, Department of Regulatory Agencies
25-4-1601, Part 16	Food Service Establishments, Department of Health and the Environment
12-58-101-117, Article 58	Plumbers, Department of Regulatory Agencies
24-30-1301-1307, Part 13	State Buildings, Department of Personnel
24-30-1401-1408, Part 14	Negotiations of Consultant's Contracts, Department of Personnel
24-32-3301-3327, Part 33	Division of Housing, Department of Local Affairs
24-33.5-1201-1210, Part 12	Division of Fire Safety, Department of Public Safety
9-1-101-106, Article 1	Construction Requirements
9-1.3-101-105, Article 1.5	Low Flow Plumbing Fixtures
9-5.5-101-120, Article 5.5	Elevator and Escalator Certification, Department of Labor and Employment

2. Executive Order #D0011 95

This policy supersedes Coordination of Approved Building Codes, Drawing Reviews and Building Inspections (Issued 5/1998) and Code Compliance Reviews (Issued 5/1998).

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INTRODUCTION

**A. Intent**

It is the intent of this policy to coordinate the efforts of state personnel responsible for managing construction projects, in order to ensure compliance with approved building codes and standards, by establishing standardized methods to review construction documents and inspect buildings under construction. This policy covers renovation as well as new construction. Routine maintenance is not covered under this policy.

In addition, this policy intends to coordinate and track through documentation, e.g. the Compliance Notice and the Building Inspection Record (SBP-BIR), the efforts of the various state entities responsible for specific portions of code compliance. Because code compliance is a multi-disciplined effort involving many individuals and departments, each state agency has a shared responsibility for ensuring that its construction projects comply with applicable codes. To a large extent, code compliance is quality control involving: structural stability, life safety, minimum standards and environmental health.

Building code compliance plan review is required for all projects (capital construction, controlled maintenance, emergency, cash or in-house funded projects) unless an exception is provided per the building code. Building code compliance reporting is required only on appropriated projects - capital construction and controlled maintenance.

The policy is divided into five sections: Section I – Approved Building Codes; Section II – Code Compliance Plan Reviews; Section III – Building Inspections; Section IV – Coordination with Other State Agencies; and Section V - Compliance. Since all sections are interdependent, this policy attempts to define and establish an integrated process from the initial design drawing review phase through owner occupancy.

The initial effective date of this policy was July 1, 1998.

**B. Statutory Responsibilities / Executive Order**

1. STATUTORY RESPONSIBILITIES BY DEPARTMENT

(Emphases in the following excerpts have been added).

DRAWING REVIEW, BUILDING AND HVAC INSPECTION

DEPARTMENT OF PERSONNEL & ADMINISTRATION/STATE BUILDINGS AND REAL ESTATE PROGRAMS (CRS 24-30-13)

24-30-1303(1)(j) Develop, or cause to be developed, **standards of inspection**, with the approval of the governor, which shall be the basis of all inspections and be responsible for assuring the uniform inspection of construction projects by the state agencies, utilizing such resources as may be locally available, in conjunction with the architect, engineer, or consultant;

24-30-1303(1)(n)(II) Develop, or cause to be developed, methods of control on a standardized basis for all state agencies **to ensure conformity of physical**

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**planning with approved building codes** and of construction with approved physical planning.

24-30-1303(z) **Establish minimum building codes**, with the approval of the governor and the general assembly after the recommendations and review of the capital development committee, for all construction by state agencies on state-owned or state lease-purchase properties or facilities. At the discretion of the department, said codes may apply to state leased facilities where local building codes may not exist.

24-30-1303(3)(a) All buildings and facilities, except public roads and highways and projects under the supervision of the division of wildlife and the division of parks and outdoor recreation erected for state purposes shall be constructed in conformity with a construction procedures manual for state facilities and state-assisted facilities prepared by the department and approved by the governor. Such construction shall be made only upon plans, design and construction documents which comply with **approved state standards and rules and regulations** promulgated pursuant to this section.

ELECTRICAL INSPECTION

DEPARTMENT OF REGULATORY AGENCIES / STATE ELECTRICAL BOARD (CRS 12-23)

12-23-116 (2) Any electrical installation in any new construction or remodeling or repair, other than manufactured units certified by the division of housing pursuant to section 24-32-3311, C.R.S., except in any incorporated town, or city, any county, or any city and county having its own electrical code and inspection equal to the minimum standards as are provided in this article, shall be inspected by a state electrical inspector. **A state electrical inspector shall inspect** any new construction, remodeling, or repair subject to the provisions of this subsection (2) within three working days after the receipt of the application for inspection. If the inspection is not performed within five working days, work may resume on any such construction, repair, or remodeling. Prior to the commencement of any such electrical installation, the person making such installation shall make application for inspection and pay the required fee therefor.

PLUMBING INSPECTION

DEPARTMENT OF REGULATORY AGENCIES / STATE EXAMINING BOARD OF PLUMBERS (CRS 12-58)

12-58-114.5 (1) Any plumbing or gas piping installation in any new construction or remodeling or repair, other than manufactured units inspected in accordance with the provisions of part 7 of article 32 of title 24, C.R.S., except in any incorporated town or city, any county, or any city and county having its own plumbing code equal to the minimum standards provided in this article, shall be inspected by a state plumbing inspector in those areas where a local jurisdiction has requested such inspections. **A state plumbing inspector shall inspect** any new construction, remodeling, or repair subject to the provisions of this subsection (1) within three working days after the receipt of the application for inspection. If the inspection is not performed within five working days, work may resume on any such construction, repair, or remodeling. Prior to the commencement of any such plumbing or gas piping installation, the

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person making such installation shall make application for inspection and pay the required fee therefor.

BOILER INSPECTION

DEPARTMENT OF LABOR AND EMPLOYMENT / BOILER INSPECTION SECTION  
(CRS 9-4)

9-4-106 Owner report boilers, wrongful use of boilers, inspection of new installations.

(1) It is the duty of the owner or user of boilers, except those boilers exempt from the provisions of this Article under section 9-4-104, used or which are to be used in this state, to report to the section the location of newly installed or relocated boilers.

(2) Before the installers of any boiler have boilers placed in service, they shall notify the section, which, within ten days or as soon thereafter as possible from the date of receiving such notification, shall send an inspector to examine said boilers to determine that the construction, material, bracing, fuel and fluid supply systems, control apparatus, combustion air and ventilating air, electric wiring, piping, and all other parts of such boilers are such as to assure the safety of the boilers.

(3) Upon completion of installation, **all boilers shall be inspected by a state boiler inspector**. At the time of inspection, each boiler shall be assigned a serial number by the inspector, which serial number shall be stamped on or affixed to the boiler.

ELEVATOR INSPECTION

DEPARTMENT OF LABOR AND EMPLOYMENT / CONVEYANCE SECTION  
(CRS 9-5.5)

9-5.5-104 Applies to the design, construction, operation, inspection, testing, maintenance, alteration and repair of the following equipment: (a) Hoisting and lowering mechanisms equipped with a car or platform that moves between two or more landings. Such equipment includes, but is not limited to, elevators and platform lifts, personnel hoists, stairway chair lifts, and dumbwaiters. (b) Power-driven stairways and walkways for carrying persons between landings. Such equipment includes, but is not limited to, escalators and moving walks. (c) Automated people movers as defined in ASCE 21.

Furthermore, the statute requires all conveyances in Colorado to be registered with the Conveyance Section / Division of Oil and Public Safety (OPS); requires all conveyance contractors, mechanics, and inspectors to be licensed by OPS; requires all conveyances to be installed, altered, repaired, serviced and maintained according to adopted standards, and allows local authorities having jurisdiction to regulate conveyances if approved by OPS.

FIRE SUPPRESSION INSTALLATION AND INSPECTION

DEPARTMENT OF PUBLIC SAFETY / DIVISION OF FIRE SAFETY (CRS 24-33.5-12)

24-33.5-1206.4 System approval, inspection, and inspectors. (1) No installation, modification, alteration, or repair of a fire suppression system shall be completed and cleared for use, and no structure or partial structure in which such fire suppression system is installed, modified, altered, or repaired shall be cleared for occupancy, until such fire suppression system has been approved by **a certified fire suppression**

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**systems inspector.** Approval shall include **review** of approved working **plans** and **hydraulic calculations, installation inspections, and final tests.**

FOOD SERVICE LICENSE/PLAN REVIEW/INSPECTION

DEPARTMENT OF PUBLIC HEALTH AND THE ENVIRONMENT/DIVISION OF  
CONSUMER PROTECTION (CRS 25-4-16)

25-4-1605 Submission of plans for approval – required. (1) An owner or operator shall submit plans and specifications to the department or local board of health in the jurisdiction in which a retail **food establishment** is to be constructed or extensively remodeled before such construction or extensive remodeling is begun or any existing structure is converted for use as a retail food establishment. Such **plans and specifications shall be submitted for review and approval**, in such form as the department requires, to ensure that the retail food establishment layout, equipment, and food handling procedures are conducive to providing a safe food product.... Such plans and specifications shall indicate the proposed layout, arrangement, mechanical plants, construction materials of work areas, and the location, type, and model of proposed fixed equipment and facilities.

(2) The construction, extensive remodeling, or conversion of any retail food establishment shall be in accordance with the plans and specifications submitted to and approved by the department or local board of health. The department or local board of health shall conduct **preopening inspections** of retail food establishments to assure compliance with the approved plans, as circumstances require.

FACTORY-BUILT NONRESIDENTIAL STRUCTURES

DEPARTMENT OF LOCAL AFFAIRS/DIVISION OF HOUSING (CRS 24-32-33)

24-32-3311 Certification of factory-built residential and nonresidential structures. (1) **Factory-built structures** manufactured, substantially altered or repaired, sold, or offered for sale within this state after the effective date of the rules promulgated pursuant to this part 33 shall bear the **insignia of approval** issued by the division and affixed by the division or an authorized quality assurance representative.

(4) All factory-built structures bearing an insignia of approval issued by the division and affixed by the division or an authorized quality assurance representative pursuant to this part 33 shall be deemed to comply with the requirements of all ordinances or rules, including those for electrical and plumbing, enacted by the state government and any local government that are applicable to the manufacture of structures....

(5) No factory-built structures bearing an insignia of approval issued by the division and affixed by the division or an authorized quality assurance representative pursuant to this part 33 shall be in any way modified contrary to the rules promulgated pursuant to section 24-32-3305 prior to or during installation unless approval is first obtained from the division.

2. GOVERNOR'S EXECUTIVE ORDER # D0011 95  
Improving the Alignment of State Plans with Regional Visions

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“Whereas, the Interregional Council of the Smart Growth and Development Initiative recommends that **cooperation among all levels of government** is integral in establishing responsible growth practices in the state of Colorado.”

**SECTION I. BUILDING CODES**

**A. Approved Building Codes**

See Exhibit A – Approved Building Codes

**B. Requests To Change Application Of Certain Provisions Of The Code**

(Note: This section only applies to the International Building Code (IBC), the International Mechanical Code (IMC) and the International Energy Conservation Code (IECC). Contact the other state agencies listed in Section IV for other codes.) All approved changes must be filed with State Buildings Programs by the code review agent or approved agency building official as they are determined. In addition, agencies are required to submit documentation of the approved changes with the project code compliance final submittal.

1. **Alternative Methods.** The IBC has provided provisions to allow alternative methods and materials to the prescriptive requirements of the code. Alternative methods maintain the level of life safety created by the code’s prescriptive requirements but uses other methods than may be required by the prescriptive section of the code. Procedure for requesting approval of an alternative method is as follows:
  - a) The Architect/Engineer shall submit a request for consideration of alternative method to the state code review agent or the approved agency building code official. This request shall identify the prescriptive requirements of the code that are to be addressed by the alternative method and provide documentation as to how equivalency with the prescriptive requirements will be achieved.
  - b) The state code review agent or the approved agency building code official will review the request and may accept or reject the request. In consideration of the request, the code review agent may request additional documentation as required.
  - c) The details of any action approving the use of any alternative method shall be recorded and entered in the files at State Buildings Programs.
  - d) Consulting fees associated with alternatives will be paid by the Agency.
  
2. **Modifications.** When there are practical difficulties involved in carrying out the provisions of the code, State Buildings Programs or the approved agency building code official may grant modifications for individual cases. State Buildings Programs shall first find that a special individual reason makes the strict letter of the code impractical and that the modification is in conformance with the intent and purpose of the code and that such modification does not lessen any fire protection requirements or any degree of structural integrity. Procedures for requesting approval of a modification are as follows:
  - a) The Agency is to provide in writing a request for modification to State Buildings Programs or approved agency building code official. Be as specific as possible, indicating the code section to be modified. Provide reasons for the modification and other substantiating documentation as required.
  - b) State Buildings Programs or approved agency building code official will review the request. At its option State Buildings Programs may solicit the comments from its code review agents and other qualified entities.



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- c) State Buildings Programs or approved agency building code official shall first find that a special individual reason makes the strict letter of the code impractical and that the modification is in conformance with the intent and purpose of the code and that such modification does not lessen any fire protection requirements or any degree of structural integrity.
  - d) The details of any action granting modifications shall be recorded and entered in the files of State Buildings Programs.
  - e) Modifications may only be provided by State Buildings Programs or the approved agency building code official.
  - f) Consulting fees associated with modifications will be paid by the Agency.
3. **Appeals** When the Agency has a disagreement as to the interpretation of code requirements, it may appeal the decision of the state code review agent or the approved agency building code official. It is noted that an appeal is not permitted to reduce or waive the requirements of the code. The procedure for appeals is as follows:
- a) Provide a request in writing for appeals to State Buildings Programs or the approved agency building code official. Be as specific as possible, indicating the code section in contention. Provide reasons for the appeal and other substantiating documentation as required.
  - b) State Buildings Programs will review the request. At its option State Buildings Programs may solicit the comments from its code review agents. Fees associated with such solicited comments will be paid by State Buildings Programs.
  - c) Accepted Appeals will be distributed to the agency and the state's code review agents.
  - d) Rejected Appeals will be distributed to the agency and the state's code review agents.
  - e) Establishment of Board of Appeals. State Buildings Programs will endeavor to establish a Board of Appeals. Once this board is established it will be responsible to review and act upon the request on behalf of State Buildings Programs.
  - f) Appeals may only be provided by State Buildings and Programs or approved agency building code officials.
4. **Amendments**. Amendments are intended to modify, delete, or supplement specific provisions of the codes. Amendments are to be applicable to all projects and must be approved by State Buildings Programs. The procedure for requesting approval of an amendment is as follows:
- a) The agency is to provide in writing a request for amendment to State Buildings Programs. Be as specific as possible, indicating the code section to be modified, deleted, or supplemented. Provide reasons for the amendment and other substantiating documentation as required.
  - b) State Buildings Programs will review the request. At its option State Buildings Programs may solicit the comments from its code review agents. Fees associated with such solicited comments will be paid by State Buildings Programs.
  - c) Rejected amendments will be returned to the Agency.
  - d) Amendments may only be established by State Buildings Programs.
5. **Code Deficiencies in Existing Buildings**
- a) Each project where repairs, alterations, renovations, upgrades or additions are proposed in an existing state owned building should include a code compliance plan

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commensurate with the scope of the project. The code review agent's review will be as is needed to assess compliance within the project scope.

All work is to comply with IBC 3401 and 3403 as a minimum requirement. Additionally, it is the policy of State Buildings Programs to bring existing structures into conformance with current codes as much as practical within the intended scope of the project. To this end the code review agent is directed to comment on conditions as discovered that are noted not in compliance with current code requirements. Such deficiencies that are noted should either be corrected in the drawings or acknowledged by the agency in a letter to the code review agent indicating why the items cannot be incorporated into the work. This is limited to work that is not *required* by the code under provisions of IBC 3403.

b) Existing Non-Conforming Buildings

A building that cannot be shown to comply with the building code edition adopted and current at the time of first construction (Uniform Building Code or International Building Code) or had a subsequent change in occupancy or use is considered to be an existing non-conforming building. It is incumbent upon the agency and/or Architect/Engineer to include code compliance in its due diligence study for the project scope definition and funding request and design in order to address existing non-conforming conditions as early in the process as possible to avoid future problems. Existing non-conforming conditions should be addressed in the code compliance plan.

The code review agent is directed to comment on the existing non-conforming conditions as discovered whether or not the conditions are within the scope of the project. Discovery may occur either during plan review or inspections. At its option the code review agent may choose not to comment on conditions that it considers not to substantially affect the overall life safety of the facility.

Conditions that are existing and non-conforming are to be corrected as part of any project involving the subject building. Conditions that cannot be corrected must be individually acknowledged in a letter to State Buildings Programs and the Office of Risk Management and signed by the agency Principal Representative indicating why the condition cannot be corrected or otherwise mitigated. State Buildings Programs will request an opinion from the code review agent regarding the nature of the non-conforming condition and will then consult with the Office of Risk Management concerning appropriate action.

c) Renovations

Where substantial work or renovation is proposed within a building or portion of a building, that building or portion is to be brought into full compliance with the current code to the maximum degree possible. All due diligence studies and project funding requests should take this into account. The code review agent is directed to comment on conditions that are noted not to comply with current code requirements as discovered, whether or not the conditions are within the scope of the project. Such deficiencies that are noted should be corrected in the work. If the deficiency cannot be corrected or otherwise mitigated, it must be acknowledged by the agency in a letter to the code review agent indicating why the items cannot be incorporated into the work. If the code review agent does not agree with the agency findings, it may request the matter be addressed to State Buildings Programs prior to issuance

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of a Compliance Notice. This is limited to work that is not *required* by the code under provisions of IBC 3403 or 3406.

The code review agent may issue a Compliance Notice with a contingent reference to the agency Principal Representative with letters as discussed herein.

d) Change of Use or Occupancy

Existing buildings that are to undergo a Change of Use are required to comply with current code requirements per IBC 3406. Existing conditions that cannot be modified to meet current code requirements may be addressed to State Buildings Programs with a request for modification per SBP policy.

**Note:** The term code review agent refers to either the approved SBP code consultants or the approved agency building code official.

**SECTION II. CODE COMPLIANCE PLAN REVIEWS**

- A. Agency project managers for all construction projects requiring code review for state agencies on state-owned or state leased-purchased properties or facilities are to submit design documents for code compliance reviews to the state's code review agents or State Buildings Programs approved agency building code official. The purpose of these reviews is to ensure conformity of physical planning with approved state building codes.

All documents submitted for code compliance drawing reviews are to be prepared by licensed professional architects pursuant to Title 12, Article 4, C.R.S., or, if applicable, licensed professional engineers pursuant to Title 25, Article 4, C.R.S.

1. State Buildings Programs has selected and contracted with several consultants to provide code compliance reviews statewide. Each agency, however, directly procures the services of the code review agent through a Plan Review Authorization (SBP-017) form for each project. An estimated cost for the code review is to be initially included on the Construction Project Application (SC-4.1) by the agency. Note: The Department of Public Health and the Environment, Division of Consumer Protection will review drawings for food service related projects. Agencies are responsible for contacting local fire districts to seek their input at the beginning of the design process.
  2. Instructions for working with the state's approved code review agents are included in SBP's document Plan Review Procedures (Exhibit B).
  3. The Plan Review Procedures document is referenced in the Architect/Engineer's Agreement (SC-5.1) and the Base Agreement Terms and Conditions for As-Needed Professional Services (SC-5.1A) and is thereby incorporated into the contracts for professional services as a guideline for minimum required information for code review submittals per drawing phase.
- B. All reviewed projects are to be provided with a Compliance Notice with a listing of required inspections by the state's code review agent or the approved agency building code official prior to State Buildings Programs/Delegee issuance of the Notice to Proceed (SBP-6.26) or (SBP-7.26).

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If the Compliance Notice is contingent on the inclusion of the Construction Document code review submittal comments, the agency project manager must certify to State Buildings Programs on the Compliance Notice that is sent to SBP at project completion that the code review agent's comments were incorporated into the drawings and specifications. If there were exceptions to the code review agent's comments that were resolved through an appeals process, that resolution must also be certified by the agency project manager.

**SECTION III. BUILDING INSPECTIONS**

All reviewed construction projects shall be inspected for building code compliance. This section describes the responsibilities for building inspections of State Buildings Programs. Section IV describes inspection responsibilities of other state departments.

- A. **Building Inspection Record (SBP-BIR)**. At the completion of the code compliance plan review phase, the state's code review agent or the approved agency building code official will issue along with the Compliance Notice a signed white copy of the Building Inspection Record (SBP-BIR) indicating the required inspections.
1. The agency's project manager will transfer the required inspections onto the Building Inspection Record (SBP-BIR) yellow card that is to be provided to the contractor at contract signing.
  2. The Building Inspection Record (SBP-BIR) will indicate by checked box, the minimum required inspections and the appropriate inspectors for each project submitted for review.
  3. The Building Inspection Record (SBP-BIR) is to be posted in an obvious, protected location, along with all related inspection reports and documents.
  4. It is intended that all inspectors sign the Building Inspection Record (SBP-BIR) after conducting each inspection.
  5. At the completion of the project, the fully signed Building Inspection Record (SBP-BIR) along with all supporting documents will become part of the project close-out documentation and a copy of the Building Inspection Record (SBP-BIR) will be sent to State Buildings Programs.
- B. **Building Inspection Authorization (SBP-018)**. State Buildings Programs has selected and contracted with several consultants to provide building inspections statewide. However, each agency must directly procure the services of the consultant through a Building Inspection Authorization (SBP-018) form for each project. An estimated cost for the building inspection is to be initially included on the Construction Project Application (SC-4.1). Note that agency staff may perform inspections only if they have appropriate ICC certifications. Qualifications include ICC Certified Commercial Building, Electrical, Mechanical, or Plumbing Inspector. A licensed architect or engineer in the state of Colorado with appropriate ICC certification and who is not the architect or engineer of record for the project may also perform the inspections.
- C. **Inspection Report (SBP-019)**.
1. The Inspection Report (SBP-019) is to be used by the inspection consultant or ICC certified agency staff providing inspection services to thoroughly document what has been rejected and what has been approved in addition to the consultant or staff member

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inspector signing the Building Inspection Record (SBP-BIR) card. The inspections may include as per the Building Inspection Record (SBP-BIR):

- Building Inspections
- Special Inspections
- Elevator Inspections\*
- Electrical Inspections\*
- Plumbing Inspections\*
- Fire Department Inspections
- Boiler Inspections\*
- Health Department Inspections\*
- Other Inspections

\* Note: The Plumbing and Electrical Boards, the Health Department, the Boiler Inspector, and Conveyance Administrator provide other means for the contractor to request their inspections. Refer to section IV.

2. It is the responsibility of the agency's project manager to receive all Inspection Reports after the inspector has completed each required inspection and direct the Contractor to comply with all corrections noted.

Additionally, the agency's project manager is also required to coordinate efforts with the other state authorities conducting required inspections (refer to section IV) and sign the Building Inspection Record (SBP-BIR) to indicate that the inspection was conducted and completed, if the inspecting entity has not already done so.

3. Building Inspections are in addition to the observations performed by the Architect/Engineer as required by the A/E Agreement. These building inspections shall include:
  - a) Inspections of footings / foundations, concrete slab and under-floor, lowest floor elevation, framing, lath and gypsum board, fire-resistant penetrations, mechanical and energy efficiency, roofing, and final inspections.
  - b) Special inspections as required by applicable provisions of the code including steel, concrete, masonry, wood, soils/foundations, spray-applied fireproofing and smoke control systems. The Architect/Engineer shall identify the special inspections required.
  - c) Plumbing and electrical inspections per the State Plumbing and Electrical Boards (refer to section IV).
  - d) Fire protection system per the Division of Fire Safety and fire alarm by the local fire district (refer to section IV).
  - e) Boiler inspections for new and modified installations (refer to section IV).
  - f) Elevator/escalator inspections for new or altered installations (refer to section IV).
  - g) Health Department inspections for all food service installations by the local health authority (refer to section IV).

D. **Building Occupancy / Documentation**. Once the contractor has determined that the project is complete, the agency's project manager verifies that all items on the close-out documents have been completed, and that the forms are fully signed-off prior to issuing the Notice of Final Acceptance (SC-6.27). The steps in the close-out process include:

1. **Notice of Substantial Completion (SBP-07)**. Following the Contractor's submittal of the Notice of Completion accompanied by the Contractor's punch list, the Architect/Engineer,

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the Principal Representative and the Contractor will conduct a final inspection and the Architect/Engineer will issue a final punch list. The Notice of Substantial Completion will establish the date of substantial completion of the project (and the beginning of the warranty period) and will be issued when: all required building code inspections have been completed and all deficiencies noted on the Building Inspection Record (SBP-BIR) have been corrected; the building has been fully cleaned and can be used by the Principal Representative and the public; and the Contractor has provided a schedule for the completion of all items on the punch list.

2. Notice of Approval of Occupancy/Use (SBP-01). If the Principal Representative wishes to occupy the entire project or a portion of the project before completion following the issuance of the Notice of Substantial Completion, then a review of the conditions and progress are noted. This review is conducted by the Architect/Engineer, State Buildings Programs, and the Contractor and evaluates security, safety systems, exiting, power, lighting and HVAC systems.
3. Notice of Final Acceptance (SC-6.27). The Notice of Final Acceptance (SC-6.27) establishes the completion date of the project. It shall not be authorized until the Contractor performs the work to allow completion and approval of the Pre-Acceptance Checklist (SBP-05) and completion and approval of the Pre-Acceptance Punch List (SBP-06) when fewer than ten (10) minor items of work remain to be completed or repaired.

Where Notices of Partial Substantial Completion (SBP-071) have been issued, Notices of Partial Final Acceptance (SBP-6.271) may be similarly issued when appropriate.

**SECTION IV. COORDINATION WITH OTHER STATE DEPARTMENTS**

**A. Coordination with State Plumbing and Electrical Boards**

The Colorado General Assembly has created the Colorado State Electrical Board and the Colorado Examining Board of Plumbers of the Department of Regulatory Agencies with the power to adopt and enforce plumbing and electrical codes. State Buildings Programs supports the boards' efforts in ensuring compliance with the adopted codes.

1. Codes. The State Boards regularly adopt plumbing and electrical codes as per Appendix A, Approved Building Codes. Compliance with these codes is mandatory on all construction projects.
2. Amendments. The State Boards have issued amendments as part of their adoption of these codes. Compliance with these amendments is required on all construction projects.
3. Variances. State Buildings Programs will not consider alternative methods, modifications, appeals, or amendments to the codes approved by the state boards. Requests for such should be addressed to the State Boards at (303) 894-2300 and copied in writing to State Buildings Programs.
4. Code Compliance Plan Reviews. The state boards do not conduct plan reviews. However, the state's code review agents will conduct plan reviews for electrical and plumbing work for conformance with the state boards' adopted codes. Please note that the boards enforce the editions of their codes that are in effect at the time of permitting not at the time of design or plan review.
5. Inspections. Plumbing and electrical inspections on state projects are to be provided by the state boards. Such inspections should be noted on the Building Inspection Record

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(SBP-BIR) card. It is the responsibility of the contractor to call for these inspections at (303) 894-2300.

6. The State Electrical Board and the Colorado Examining Board of Plumbers both issue inspection permits and charge a fee. At the completion of the final inspections, a certificate of approval will be issued.

**B. Coordination with Local Fire Jurisdictions and the Division of Fire Safety**

Most state facilities are included within the boundaries of an established fire district. It is the responsibility of those fire authorities to provide service to the state facilities. This policy is in compliance with Executive Order D0011 95 which requires that state facilities be planned and built in a manner consistent with local regulations.

1. Codes. Agencies are responsible that project design and construction is in compliance with the codes approved by the fire district where the project is to be built. In the event that there is no local district, or the district has not approved a recognized code, the current edition of the International Fire Code shall be utilized.
2. Review. It is mandatory that agencies consult local fire districts prior to the start of design. Plans and specifications for all construction projects with fire code related issues shall be submitted to the fire district for review. Fire protection systems must be reviewed by Department of Public Safety/Division of Fire Safety certified personnel. A fee is charged for plan registration, plan review, and inspection. Fire alarm systems shall be reviewed by the fire district or by the state's code review agent. Unless otherwise approved by State Buildings Programs, the fire district review will be incorporated into the documents. In the event of a conflict, State Buildings Programs should be contacted.
3. Inspections. All construction projects must be made available to the fire district for inspections. Fire protection systems shall be inspected by Division of Fire Safety certified personnel. Fire alarm systems shall be inspected by the fire district or an approved inspector. Unless otherwise approved by State Buildings Programs any requirements resulting from these inspections shall be incorporated into the project. It is the responsibility of the agency's project manager to coordinate this inspection with the local fire district.
4. Sovereignty. This policy is an effort to facilitate cooperation between the state and local authorities. This policy does not limit the sovereign authority of the state.

**C. Coordination with State Boiler Inspector**

The Colorado General Assembly has created the Boiler Inspection Section of the Division of Oil and Public Safety of the Department of Labor and Employment with the power to adopt and enforce the Colorado Boiler and Pressure Vessel Code. State Buildings Programs supports the Boiler Inspector's efforts in ensuring compliance with the adopted codes.

1. Codes. The Boiler Inspection Section regularly adopts Boiler and Pressure Vessel Codes. Compliance with these codes is mandatory on all construction projects.
2. Amendments. The Boiler Inspection Section may issue amendments as part of its adoption of the code. Compliance with these amendments is mandatory on construction projects.
3. Variances. State Buildings Programs will not consider alternate methods, modifications, appeals, or amendments to the codes approved by the Boiler Inspection Section. Requests for such should be addressed to the Boiler Inspection Section at (303) 318-8481 and copied in writing to State Buildings Programs.
4. Code Compliance Plan Reviews. The Boiler Inspection Section does not conduct plan reviews. However, the state's code review agents will conduct plan reviews for boiler and

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pressure vessel work (both new and repair) in conformance with the Boiler Inspection Section's adopted codes.

5. Inspections. Boiler and pressure vessel installation and/or repair inspections are to be provided by the Boiler Inspection Section. Such inspections should be noted on the Building Inspection Record (SBP-BIR) card. It is the responsibility of the Contractor to call for these inspections at (303) 318-8481.
6. The Boiler Inspection Section issues an inspection certificate when a boiler installation or repair has been found to comply with the Colorado Boiler and Pressure Vessel Code and a fee will be charged.

**D. Coordination with Administrator for Conveyances**

The Colorado General Assembly has created the Conveyance Section of the Division of Oil and Public Safety of the Department of Labor and Employment with the power to adopt and enforce a safety code for elevators, escalators, and automated people movers. State Buildings Programs supports the Division's efforts in ensuring compliance with the adopted standards.

1. Codes. The Conveyance Section adopts standards for conveyances. Compliance with these standards is mandatory on all construction projects.
2. Amendments. The Conveyance Section may issue amendments to the adopted standards. Compliance with these amendments is mandatory on all construction projects.
3. Variances. State Buildings Programs will not consider alternative methods, modifications, appeals, or amendments to the standards approved by the Conveyance Section. Request for such should be addressed to the Conveyance Section at (303) 318-8536 and copied in writing to State Buildings Programs.
4. Code Compliance Plan Reviews. The Conveyance Section does not conduct plan reviews. However, the state's code review agents will conduct plan reviews for elevators and escalators (both new and altered) in conformance with the Conveyance Section's adopted standards. All conveyances in Colorado shall be registered with the Conveyance Section/Division of Oil and Public Safety.
5. Inspections. Inspections are to be provided by inspectors licensed by the Conveyance Section/Division of Oil and Public Safety. Qualified local authorities having jurisdiction may enter into a memorandum of agreement with the Conveyance Section/Division of Oil and Public Safety to regulate conveyances that are located within their jurisdiction.
6. The Conveyance Section or authority having jurisdiction will issue a Certificate of Operation indicating that the conveyance has been inspected by a third party licensed conveyance inspector and complies with the rules of the Conveyance Section or approved authority having jurisdiction.

**E. Coordination with the Division of Consumer Protection of the Colorado Department of Public Health and the Environment**

The Colorado General Assembly has created the Division of Consumer Protection within the Department of Public Health and the Environment to adopt and enforce a uniform code of sanitary rules and regulations for food service establishment construction or renovation. State Buildings Programs supports the Division's efforts in ensuring compliance with the adopted code.

1. Codes. The Division regularly adopts sanitary rules and regulations. Compliance with these rules and regulations is mandatory on all construction projects.



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2. Amendments. The Division may issue amendments as part of the uniform code of sanitary rules and regulations. Compliance with these amendments is mandatory on all construction projects.
3. Variations. State Buildings Programs will not consider alternate methods, modifications, appeals or amendments to the code approved by the Division. Requests for such should be addressed to the Division of Consumer Protection at (303) 692-3620.
4. Code Compliance Plan Reviews. The Division does provide for mandatory drawing reviews. At the time a plan is submitted for review, an application fee of \$75 dollars shall be paid to the department or local board of health.
5. Inspections. The Division conducts a pre-opening inspection of a new or extensively remodeled food service establishment. The fee for plan review and reopening inspection shall be the actual cost of such review, which shall not exceed \$280. It is the responsibility of the agency's project manager to coordinate this inspection with the local health department.
6. A license to operate will be granted by the Division following compliance.

**F. Coordination with the Division of Housing of the Colorado Department of Local Affairs**

The Colorado General Assembly has created the Division of Housing within the Department of Local Affairs to establish rules and regulations concerning factory-built nonresidential structures. State Buildings Programs supports the Division's efforts in ensuring compliance with the adopted code.

1. Codes. The Division of Housing has adopted the 2003 edition of the International Building Code. Contact the Division for applicable appendices and other required codes and standards. Refer to Resolution #35.
2. Amendments. The Division of Housing may issue amendments as part of its adoption of the code. Compliance with the adopted code and amendments is required.
3. Variations. State Buildings Programs will not consider alternate methods, modifications, appeals, or amendments on factory-built nonresidential structures. Requests for such should be addressed to the Division of Housing at (303) 866-2033 and copied in writing to State Buildings Programs.
4. Code Compliance Plan Reviews. The Division of Housing provides for plan reviews of factory-built nonresidential structures for special occupancies, e.g. structures to be used as day care centers rather than structures to be used as portable offices. The state's code review agents will provide plan reviews for code compliance for site adaptation and installation issues.
5. Inspections. Inspections at the factory for factory-built nonresidential structures will be conducted by the Division of Housing certified personnel. Factory-built nonresidential structures approved by the Division of Housing will bear an official insignia. The state's code review agent will indicate the site related inspections that are required.

**SECTION V. COMPLIANCE**

**A. Agency Action Plan for Building Code Compliance**

Each agency and institution of the state is required to complete the enclosed form annually to describe their action plan for code compliance in accordance with this policy. The completed Agency Action Plan for Building Code Compliance (see Appendix K) is to be returned to SBP by September 1 of each year for review and approval.

**B. Building Code Compliance Documentation Submittal**

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Agencies are required to submit the following documents to State Buildings Programs when a project is complete and closed out.

Non-delegated and delegated agencies should send (1) the Notice to Proceed (SBP-6.26) or (SBP-7.26) and (2) copies of the Compliance Notice (including building inspection recommendations) issued by the code review agent with certification, if required, and documentation concerning alternative methods, modifications, and appeals, if applicable, or a memo from the agency stating why code review was not required;(3) Building Inspection Record (SBP-BIR); (4) Notice of Approval of Occupancy/Use (SBP-01) and (5) the final Construction Project Application (SC-4.1) with copies of the original SC-4.1 and all subsequent revised SC-4.1's with a written explanation of the utilization of contingency funds, and the applicable CC-C form (for Capital Construction projects) or CM-03 form (for Controlled Maintenance projects). The documents should be submitted as one package along with the Code Compliance Documentation Submittal and Final SC-4.1 Reconciliation Checklist transmittal memo (Exhibit L).

## EXHIBIT A

### APPROVED STATE BUILDING CODES

The following approved building codes and standards have been adopted by State Buildings Programs (SBP) as the minimum requirements to be applied to all state-owned buildings and physical facilities including capital construction and controlled maintenance construction projects.

**The 2006 edition of the International Building Code (IBC)**

(as adopted by the Colorado State Buildings Program as follows: Chapters 2-35 and Appendices C and I)

**The 2006 edition of the International Mechanical Code (IMC)**

(as adopted by the Colorado State Buildings Program as follows: Chapters 2-15 and Appendix A)

**The 2006 edition of the International Energy Conservation Code (IECC)**

(as adopted by the Colorado State Buildings Program)

**The 2008 edition of the National Electrical Code (NEC)**

(National Fire Protection Association Standard 70) (as adopted by the Colorado State Electrical Board)

**The 2006 edition of the International Plumbing Code (IPC)**

(as adopted by the Colorado Examining Board of Plumbers as follows: Chapter 1 Section 101.2,102, Chapters 2-13 and Appendices B, D, E, F and G)

**The 2006 edition of the International Fuel Gas Code (IFGC)**

(as adopted by the Colorado Examining Board of Plumbers as follows: Chapter 1 Section 101,102, Chapters 2-8 and Appendices A, B, C and D)

**The National Fire Protection Association Standards (NFPA)**

(as adopted by the Department of Public Safety/Division of Fire Safety as follows with editions shown in parentheses: NFPA-1 (2006), 11 (2005), 12 (2005), 12A (2004), 13 (2002), 13D (2002), 13R (2002), 14 (2003), 15 (2001), 16 (2003), 17 (2002), 17A (2002), 20 (2003), 22 (2003), 24 (2002), 25 (2002), 72 (2002), 409 (2004), 423 (2004), 750 (2003) and 2001 (2004))

**The 2004 edition of the ASME Boiler and Pressure Vessel Code**

(as adopted by the Department of Labor and Employment/Boiler Inspection Section as follows: sections I, IV, VIII-Divisions 1 and 2 and 3, X and B31.1)

**The 2004 edition of the National Boiler Inspection Code (NBIC)**

(as adopted by the Department of Labor and Employment/Boiler Inspection Section)

**The 2004 edition of the Controls and Safety Devices for Automatically Fired Boilers CSD-1**

(as adopted by the Department of Labor and Employment/Boiler Inspection Section)

**The 2004 edition of the Boiler and Combustion Systems Hazards Code, NFPA 85**

(as adopted by the Department of Labor and Employment/Boiler Inspection Section)

**The 2007 edition of ASME A17.1 Safety Code for Elevators and Escalators**

(as adopted by the Department of Labor and Employment/Conveyance Section and as amended by ASME International)

**The 2005 edition of ASME A17.3 Safety Code for Existing Elevators and Escalators**

(as adopted by the Department of Labor and Employment/Conveyance Section and as amended by ASME International)

**The 2005 edition of ASME A18.1 Safety Standard for Platform Lifts and Stairway Chairlifts**

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(as adopted by the Department of Labor and Employment/Conveyance Section and as amended by ASME International)

### **The current edition of the Rules and Regulations Governing the Sanitation of Food Service Establishments**

(as adopted by the Department of Public Health and Environment/Colorado State Board of Health)

### **The 2003 edition of ICC/ANSI A117.1, Accessible and Usable Buildings and Facilities**

(as adopted by the Colorado General Assembly as follows: CRS 9-5-101, as amended, for accessible housing)

Note: Additional codes, standards and appendices may be adopted by the state agencies and institutions in addition to the minimum codes and standards herein adopted by State Buildings Programs.

1. The 2006 edition of the IBC became effective on July 1 of 2007. Consult the state electrical and plumbing boards and the state boiler inspector and conveyance administrator and the Division of Fire Safety for adoption of current editions and amendments to their codes.
2. Projects should be designed and plans and specifications should be reviewed based upon the approved codes at the time of A/E contract execution. If an agency prefers to design to a different code such as a newer edition of a code that State Buildings Programs has not yet adopted, the agency must contact SBP for approval and then amend the A/E contract with a revised Exhibit D, Approved State Building Codes. Please note that the state plumbing and electrical boards enforce the editions of their codes that are in effect at the time of permitting not design.
3. The state's code review agents, or the State Buildings Programs approved agency building official, shall review all documents for compliance with the codes stipulated herein. Note: The Department of Public Health and Environment, Division of Consumer Protection will review drawings for food service related projects.
4. This policy does not prohibit the application of various life safety codes as established by each agency for specific building types and funding requirements. NFPA 101 and other standards notwithstanding, approved codes will supersede where their minimum requirements are the most restrictive in specific situations. If a conflict arises, contact State Buildings Programs for resolution.
5. It is anticipated that compliance with the federal Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) and Colorado Revised Statutes Section 9-5-101 will be met by compliance with the 2006 International Building Code and ICC/ANSI A117.1. However, each project may have unique aspects that may require individual attention to these legislated mandates.
6. The 2003 edition of the International Building Code (IBC) is to be applied to factory-built nonresidential structures as established by the Division of Housing within the Department of Local Affairs.

#### A. **Appendices**

Appendices are provided to supplement the basic provisions of the codes. Approved IBC Appendices are as follows:

1. Mandatory
  - IBC Appendix Chapter C - Agricultural Buildings
  - IBC Appendix Chapter I - Patio Covers

## Exhibit A

2. Optional

Any non-mandatory appendix published in the International Building Code may be utilized at the discretion of the agency. Use of an appendix shall be indicated in the project code approach.

**B. Amendments**

None

**C. Referenced Codes**

1. While not adopted in entirety, portions of the following codes are referenced in the International Building Code (IBC), the International Mechanical Code (IMC), the International Energy Conservation Code (IECC) the International Plumbing Code (IPC), and the International Fuel Gas Code (IFGC). These following codes would be applied as reference standards.

2006 International Fire Code (IFC)

2006 International Existing Building Code (IEBC)

**D. Referenced Standards**

The IBC, IMC, IECC, IPC and IFGC standards shall be utilized to provide specific, or prescriptive, requirements on how to achieve the requirements established in the code. These standards may be unique to the code or may be derived from other established industry standards. Recognized standards may also be used to show compliance with the standard of duty established by the code.

## EXHIBIT B

# CODE COMPLIANCE PLAN REVIEW PROCEDURES

1. All construction for state agencies on state-owned or state leased-purchased properties or facilities are to submit design documents for code compliance plan reviews to the state's code review agents or State Buildings Programs (SBP) approved agency building official. If a state agency leases space in an area where local building codes may not apply, the agency may also follow this process. For a listing of projects that do not require code review, refer to International Building Code section 105.2 and 105.2.2.
2. Upon selection of an Architect/Engineer, a Plan Review Authorization (SBP-017) should be prepared and delivered to the selected code review agent. This authorization indicates the project valuation and the review fee authorized. With this authorization, please provide an intended submittal schedule. Reviews for projects submitted to the code review agent without a Plan Review Authorization (SBP-017) will not commence until the agent receives the prepared authorization form.
3. Prepare the project Schematic Design (SD), Design Development (DD), and Construction Document (CD) submittals in accordance with the attached checklists and submit to the code review agent for review. On projects of limited scope where a combined SD/DD or SD/DD/CD submittal is considered appropriate, please consult with the code review agent prior to submittal.
4. The code review agent will provide a written list of comments addressing issues noted in the review. A response shall be prepared and submitted to the code review agent addressing the deficiencies and questions noted in the review. Specifically, state the agent's comment followed by the Architect/Engineer's response chronologically. At the Construction Document review, a response shall be prepared and submitted to the code review agent within 30 days or a mutually agreed upon timeframe addressing the deficiencies and questions noted in the review.
5. Once all code issues have been satisfactorily addressed, the code review agent will issue a Compliance Notice to the submitting agency along with a listing of required inspections and will send a copy to State Buildings Programs indicating that the documents appear to be in compliance with code requirements and are appropriate for bidding for lump sum bid projects. On CM/GC projects, a similar process is to be followed through schematic design; however, design development code compliance reviews must be completed on DD documents prior to establishing and accepting a GMP and the Compliance Notice must be issued on CD documents prior to bidding each bid package. If the Compliance Notice is contingent on required modifications to the documents for either lump sum or CM/GC projects, the agency must certify to SBP that the modifications have been incorporated into the documents at project completion.
6. Review of responses and subsequent preparation of a Compliance Notice received more than 30 days or more than the mutually agreed upon date may result in additional services as determined by State Buildings Programs. (Note: Withholding all payment for plan review services until a Compliance Notice is issued is not permitted unless the code review agent is negligent in providing a timely review of responses submitted within the 30 day or mutually agreed upon timeframe. All disputes concerning delays and payments should be brought to SBP's attention.)
7. Meetings between the agency and/or Architect/Engineer and the code review agent may be requested at any time. Such meetings may be considered additional services beyond the authorized fee per the discretion of the code review agent, at the contracted rates, with a pre-approved top set number encumbered through an approved amendment to the authorization.
8. Communication Policy
  - a. All communication to the code review agent, verbal and written, shall be directed through the assigned reviewer for the code review agent. The reviewer will be assigned at the time of initial submittal and all participants will be notified who this individual is.

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- b. All communications from the Architect/Engineer shall be directed through an assigned individual in the Architect/Engineer's office. The Architect/Engineer should indicate who the assigned individual will be with the initial submittal.
  - c. The code review agent may discuss code issues in meetings and/or on the phone. However, it should be understood that these are discussions only and should not be construed to establish the final opinion of the code review agent. The codes are complex documents and matters of interpretation and application often require extensive study to establish the code review agent's opinions. Only written comments provided by the code review agent shall be considered to be official opinions.
  - d. Written review comments will be provided based upon the code review agent's reviews of submittals. The code review agent will provide detailed reviews of the documents based upon the code review agent's understanding of the material presented. It should be noted that an item of code compliance that is not noted with a review and is later discovered would be incorporated with future submittal reviews. Progress submittal reviews should not be considered approved sign-offs of the reviewed documents. The code review agent's reviews will not alleviate the Architect/Engineer's responsibility to provide Construction Documents in full compliance with all applicable codes.
9. The code review agent will provide reviews in a timely manner. Projects of unusual character or complexity may require more extensive study of various issues and, therefore, more time. The code review agent will not compromise the accuracy of reviews to meet a schedule. If schedules dictate, the code review agent will provide partial reviews in order to facilitate the design process and supplemental reviews may be provided as appropriate. Submittals from the Architect/Engineer should include detailed delineation in regards to the intended code approach in order to expedite the review process. All submittals shall include the information outlined in the State Buildings Programs attached checklists for the appropriate phase of submittal and scope of the project.
10. Request to Change Application of Certain Provisions of the Code (See Section 1.B of SBP Building Code Compliance policy for detailed information on requests for alternative methods, modifications, appeals, and amendments.)
- a. Any variations from basic code compliance shall be clearly documented. Alternative or equivalent methods or materials shall be submitted to the code review agent or approved agency building code official for review. The code review agent will issue a written opinion of compliance and has the authority to accept, reject or forward the equivalency to State Buildings Programs for action. Written opinions for equivalency may be considered additional services and may be billed on an hourly basis at the contracted rates with a pre-approved top set number encumbered through an approved amendment to the authorization.
  - b. Modifications from code requirements may be requested from State Buildings Programs or approved agency building code official. SBP may request the Agency to get an opinion on the modification request from the code review agent who will issue a written opinion. Written opinions for modification requests may be considered additional services and may be billed on an hourly basis at the contracted rates with a pre-approved top set number encumbered through an approved amendment to the authorization.

## Exhibit B

# Code Review Checklist For Schematic Design Submittal

The following information shall be included in Schematic Design submittal documents for code review purposes. Plans shall include minimum overall dimensions and shall be of sufficient clarity to indicate schematically the location, nature and extent of the proposed work. A title sheet and additional sheets as necessary shall be included and contain the following information:

### 1. GENERAL:

- An outline of submittal requirements as required by the state contract for A/E design services on the project.
- A schematic table of contents listing drawings anticipated to be included in the construction document submittal package.
- Provide an outline of anticipated hazardous materials to be used, stored and probable locations for use and storage.
- Schematic code compliance plan. (See attached example)
- A key plan for additions and renovations indicating the relationship of the project area to the existing building(s).

### 2. BUILDING CLASSIFICATION:

- A. Occupancy Classification:** Compute the floor area and occupant load of the building or portion(s) thereof. See section 1002 and Table 1004.1.2. Indicate the occupancy group(s) which the use of the building or portion(s) thereof most nearly resembles. See sections 301, 303.1, 304.1, 305.1, 306.1, 307.1, 308.1, 309.1, 310.1, 311.1, and 312.1. See section 302 for buildings with mixed occupants and establish if it is to be a separated use or non-separated use. Demonstrate by drawing and/or narrative how the building will conform to the occupancy requirements in Section 303 through 312.
- B. Type of Construction:** Indicate the type of construction proposed for the building. Indicate the building materials proposed and the fire resistance of the parts of the building. See Chapter 6. Demonstrate by drawing and/or narrative how the building will conform to the type of construction requirements in Chapter 6. Indicate if the building is to be fully, partially or non fire sprinklered.
- C. Location on Property:** Indicate the location of the building on the site and clearances to property lines and/or building on a plot plan. See Tables 601, 602, and 704.8 for fire resistance of exterior walls and opening protection. See Section 503.
- D. Allowable Floor Area:** Indicate the proposed floor area and calculate the allowable floor area for each occupancy in the building. See Table 503 for basic allowable floor area for each occupancy group and type of construction. See Section 506 and 507 for allowable increases based in location on property and installation of an approved automatic fire sprinkler system. See Section 504.2 for allowable floor area of multi-story buildings. Demonstrate by drawing and/or narrative the total allowable and actual proposed floor area.
- E. Height and Number of Stories:** Indicate the height of the building and the number of stories, Section 502.1. See Table 503 for the maximum height and number of stories permitted based on occupancy group and type of construction. See Section 504.2 for



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allowable story increased based on the installation of an approved automatic fire-sprinkler system. Include the allowable and proposed height and number of stories in the narrative.

1. Provide a schematic exiting design indicating how exiting from all portions of the building will conform to the requirements of IBC Chapter 10. Indicate proposed occupant load and calculate required exit widths. Indicate proposed rated corridors, stair enclosures, exit passageways, horizontal exits, etc.
  2. Demonstrate how the building will conform with other applicable detailed code regulations in Chapters 4, 7 through 11, 14, 15, 24 through 26, and 30 through 33 by drawing and/or narrative.
  3. In most cases, renovation/addition projects require all the previously requested information, in addition to the following:
    - a. Square footage and locations of areas to be renovated.
    - b. Square footage and occupancy classifications and uses of existing spaces not to be renovated.
    - c. Details of investigations necessary to determine the Type of Construction of the existing building and types and locations of fire resistive construction such as:
      - Area Separation Walls
      - Vertical and Horizontal Occupancy Separations
      - Horizontal Exits
      - Tenant Separations
      - Rated Corridor Construction
    - d. Overall floor plants indicating how exiting from renovated areas interface with all other adjacent areas.
      - \* Note: Verification of required opening protection in fire resistive construction should also be noted.
- F. Structural Analysis:** Provide sketches and descriptions of proposed structural systems.
- G. Building Systems:** Provide sketches and descriptions of plumbing, mechanical and electrical systems.
- H. Building Materials:** Provide an outline of proposed construction materials.

## Exhibit B

# Code Review Checklist For Design Development Submittal

The following information should be included in Design Development submittal documents for code review purposes. Plans should include overall dimensions, drawn to scale, and should be of sufficient clarity to indicate fully the development of the project's location, nature and extent of the work proposed.

1. Provide the code review SD submittal building classification information and code compliance plan with changes highlighted.
2. Provide Design Development drawings indicating, at a minimum, the following:
  - A. **Site Plan**  
Show property lines, streets, roads, sidewalks, curbs, curb cuts, building location, future additions, existing buildings, driveways, parking lot layout, walks, steps, ramps, fences, gates and walls. Show north arrow. Provide dimensions where yard area increases are proposed and where exterior wall/opening protection may be required.
  - B. **Floor Plans**  
Dimensions: Overall and additional dimensions, as applicable. Show north arrow.  
Rooms: Room names and numbers, and cross references to enlarged plans (as applicable)  
Floors: Floor elevations, ramps, stairs.  
Walls: Indicate existing and new walls. Show fire rated corridors, occupancy separations, area separation, shaft enclosures, etc.  
Doors: Door swings.  
Windows: Indicate fire and human impact labeled assemblies.  
Toilet Rooms: Plumbing fixtures, stalls, and cross references to enlarged plans (as applicable)  
Stairs: Dimension of stairwell, number of risers and treads.  
Miscellaneous Items: Drinking fountains, folding partitions, and elevators.
  - C. **Roof Plan**  
Show roof slopes, crickets and skylights. Show drainage to roof drains, overflow drains, scuppers, etc.
  - D. **Exterior Elevations**  
Show floor elevations, finish grades and vertical dimensions. Show roof slope, door and window locations, indicate all materials.
  - E. **Building Sections**  
Show vertical dimensions relating to floor, ceiling, and roof height. Note and indicate all materials and proposed listed assemblies for fire rated construction.
  - F. **Reflected Ceiling Plan**  
Indicate ceiling materials. Show proposed ceiling layout.
  - G. **Enlarged Floor Plan(s)** (as appropriate)  
Toilet Room Plans: Show plumbing fixtures, stall layout and handicap accessibility. Verify plumbing fixture count with code requirements.  
Kitchens: Show kitchen equipment layout.
  - H. **Schedules**  
Develop outlines for doors, windows and associated frames.

## Exhibit B

- I. **Structural Notes**
    - Outline to include:
    - Live Loads: Floor, stairs, corridors, roof, snow, earthquake and wind.
    - Dead Loads: Material weight, mechanical and electrical weight, wet-pipe or dry-pipe fire sprinkler system, and soil bearing pressure.
    - Material Strength: Concrete, masonry, steel and wood. Foundation design based on Soils Report.
  - J. **Structural Schematics**
    - Provide foundation plan and structural plan that include floor, roof, and wall construction.
  - K. **Mechanical Schematics**
    - Show HVAC system layout.
    - Show fuel-fired boiler equipment location.
    - Show gas service location.
    - Show kitchen exhaust hood location.
    - Show smoke control system operation narrative/schematic, as applicable.
  - L. **Plumbing Schematics**
    - Show water and gas service connections.
    - Plumbing Fixtures: Show water closets, urinals, lavatories and drinking fountains.
    - Roof Drainage: Show roof drain leader sizes, and overflow drains, etc., as appropriate.
  - M. **Electrical Schematics**
    - Show electrical service and electrical panel location(s).
    - Show light fixtures layout.
  - N. **Specification Outline**
    - Describe structural, mechanical and electrical systems including fire protection.
    - Establish specification sections for principle materials and finishes.
3. Remodel/addition projects should additionally indicate interface with existing conditions, and limits of work within the existing building.

## Exhibit B

# Code Review Checklist For Construction Document Submittal

The following information should be included in Construction Document submittal for code review purposes. Plans should be fully dimensioned and drawn to scale and should be of sufficient clarity to indicate the precise location, nature and extent of the work proposed.

1. Provide the code review DD submittal building classification information and code compliance plan with changes highlighted.
2. Provide four (4) sets of Construction Documents indicating, at a minimum, the following:
  - A. **Title Sheet**
    - Table of Contents
    - Names of Architect, Engineers and Consultants
    - Building Code Analysis (see Schematic Design submittal requirements)
    - Note Type of Work:
      - 1) New Building
      - 2) Building Addition
      - 3) Alteration/Renovation/Tenant Finish
    - Code Compliance Plan (example: Attachment A)
    - Data Point Connection Chart, if applicable (example: Attachment B)
    - Vicinity Map
    - Identify types and provide amounts and locations of all hazardous materials intended to be stored or used and the type of use as indicated by Table 307.7(1) and 307.7(2). Quantities of all hazardous materials are required to be identified at all locations. List actual quantities and compare to exempt amounts as provided for in Tables 307.7(1) and 307.7(2). Note: Projects with extensive quantities of hazardous materials will be required to submit a Hazardous Materials Management Plan.
  - B. **Site Plan**
    - Property lines, street names, scale, north arrow
    - Building location, set backs, finish floor elevation, dimensions
    - Contours: Existing and new grades
    - Existing and new paving, parking lot plan
    - Sidewalks, steps, curbs, curb cuts and drives
    - Fences, gates, walls and retaining walls
    - Existing structures, trees and shrubs to remain or to be removed
    - New Landscaping: Trees, shrubs, ground cover
    - Utilities: New and existing
    - Site Details: Handicap curb ramps, signage, etc.
    - Handicap Accessible Routes
  - C. **Floor Plan(s)**
    - Dimensions: Overall, building break, grid lines, room and opening dimensions, north arrow
    - Rooms: Room names and numbers, and cross reference to enlarged plans
    - Floors: Floor elevations, change in materials, ramps, stairs
    - Walls: Indicate existing and new walls, wall types, material and fire rated assemblies
    - Doors: Door swing and number
    - Windows: Indicate mullions
    - Toilet Rooms: Plumbing fixtures, stalls, floor drains, and cross reference to enlarged plans

## Exhibit B

Stairs: Dimension of stairwell, show traffic pattern, number of risers and treads, cross reference to stair details

Miscellaneous Items: Fire extinguisher cabinets, access doors, drinking fountains, folding partitions, ladders, lockers, shelving, railings, guardrails, and elevators

Alterations: Existing opening to be infilled and new openings to be cut

- D. **Roof Plan**
  - Materials: Type of roofing
  - Drainage: Roof drains, overflow drains, scuppers, gutters, leaders
  - Roof pitch to drains showing high point and low point
  - Crickets, skylights, vents, fans, mechanical equipment, roof access
  - Miscellaneous: Roof pavers, ladders, splash blocks, ventilation of roof spaces, and expansion joints
- E. **Exterior Elevations**
  - Materials: Type of exterior finish
  - Windows and Doors: Provide window and door openings, dimension height of opening, indicate window and door type
  - Dimensions: Grid lines, vertical dimensions, floor levels, grade elevations
  - Miscellaneous: Ladders, louvers, railings, gutters and downspouts
- F. **Building Sections**
  - Dimensions: Vertical dimensions relating to floor, ceiling, roof, top of steel
  - Provide grid lines and cross reference to floor plans
  - Materials: Note and indicate material as well as listed fire rated assemblies
- G. **Reflected Ceiling Plan**
  - Provide ceiling construction. Show ceiling breaks, or change in height
  - Show ceiling pattern, diffusers, light fixtures, exit signage and access panels
- H. **Enlarged Floor Plan(s)**
  - Toilet Room Plans: Plumbing fixtures, stall layout, and handicap accessibility
  - Verify plumbing fixture count with code requirements.
  - Kitchens: Kitchen equipment layout
- I. **Interior Elevations**
  - Toilet Room Elevations: Plumbing fixture heights and handicap accessibility
  - Indicate wall finish materials
- J. **Schedules**
  - Room Finish Schedule: Show interior finishes
  - Door Schedule: Door types, sizes and fire rating, door hardware
  - Window Schedule: Window types, frames, labels, glazing and sizes
- K. **Architectural Details**
  - Stairs: Riser and tread dimensions, headroom clearance, and handrail details and attachment details
  - Guardrails: Height and distance between intermediate rails and attachment details
  - Ramps: Slope and length and handrails
  - Wall Types: Fire rated construction, corridor walls, shaft walls, area separation walls, occupancy separation walls. Indicate listed assemblies for fire rated construction. Specify fire penetration sealants at rated walls.
- L. **Structural Notes**
  - Live Loads: Floors, stairs, corridors, roof, snow, earthquake and wind
  - Dead Loads: Material weight, mechanical and electrical weight, wet-pipe or dry-pipe fire sprinkler system, and soil bearing pressure

## Exhibit B

Material Strength: Concrete, masonry, steel and wood

Foundation design based on Soils Report. Provide one (1) copy of the Soils/Geotechnical Report.

- M. **Structural Plans**  
Provide Foundation Plan and Structural Framing Plans that include floor, roof, and wall construction
  - N. **Structural Details** (as required)
  - O. **Structural Calculations** (one set)
  - P. **Mechanical Plans**  
Show HVAC system layout  
Show fire damper and fire/smoke damper locations, location of fuel-fired equipment, including type and size of flues, BTUH input, gas pipe sizes  
Provide kitchen exhaust hood size/fire protection, smoke control systems, as applicable
  - Q. **Plumbing Plans**  
Storm sewer, sanitary sewer, water, gas, fire hydrant, catch basin locations  
Water and gas connections  
Plumbing Fixtures: Water closets, urinals, lavatories, and drinking fountains  
Roof Drainage: Roof drain, overflow drain, scuppers, and leader sizes and locations  
Fire sprinkler system and standpipe location and main connections  
List kitchen equipment  
Sand traps, grease traps, etc.  
Plumbing isometrics
  - R. **Electrical Plans**  
Service and distribution equipment location: Electrical service, transformer, electrical meter and panel location  
Exit sign locations, light fixtures layout and emergency lighting  
Electrical outlets and circuits  
Fire alarm/detection system  
Light fixture schedule  
Panelboard circuit schedule/calculations  
One-line diagram
  - S. **Specifications**  
Describe structural, mechanical and electrical systems  
Complete specification sections for principal materials and finishes  
Provide statement of special inspections required
3. Remodel/addition projects should additionally indicate interface with existing conditions and limits of work within the existing building.

(ATTACHMENT A)

# CODE COMPLIANCE PLAN (EXAMPLE)

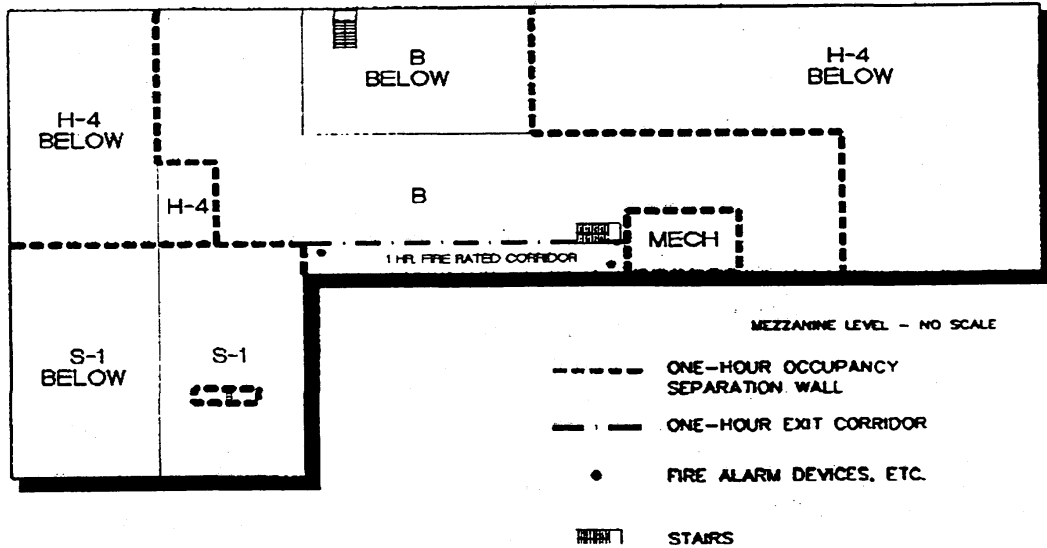
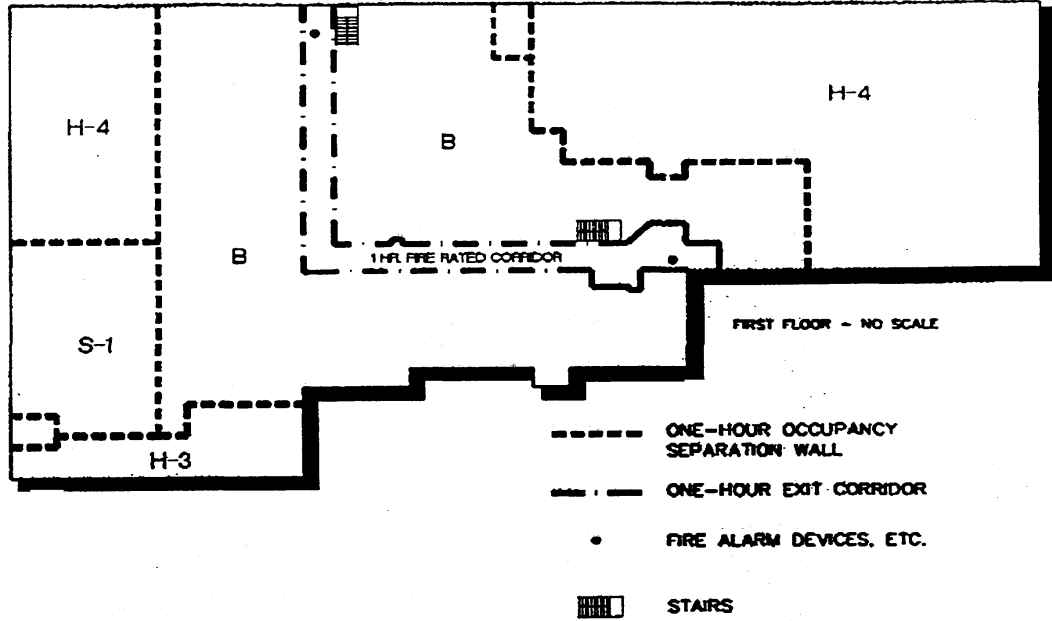


Exhibit C



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**PLAN REVIEW AUTHORIZATION**

State's Code Review Consultant \_\_\_\_\_ Date \_\_\_\_\_  
Institution or Agency: \_\_\_\_\_  
Project No./Name: \_\_\_\_\_

\_\_\_\_\_(Institution/Agency)\_\_\_\_\_ as Principal Representative intends to supplement the Base Consultant Agreement for Plan Review/On-Site Inspection dated \_\_\_\_\_ and routing number \_\_\_\_\_ and form a contract for code compliance reviews in accordance with the conditions stipulated in the Base Consultant Agreement.

Plan Review Fee: Fees will be determined using the Plan Review Fee Table, Section I.3.A. of Exhibit A of the Base Consultant Agreement and is based upon a project valuation of \$\_\_\_\_\_.

$$\frac{\text{_____}}{\text{(Base Amount)}} + \frac{\text{_____}}{\text{(Incremental Fee)}} = \frac{\text{_____}}{\text{(Total Fee)}}$$

Phases of development to be reviewed are as follows (check applicable boxes):

- Schematic Design Phase (SD)
- Design Development Phase (DD)
- Construction Document Phase (CD)
- Schematic Design/Design Development Phases Combined (SD/DD)

Additional services may be requested or assigned in writing by the Principal Representative. Projects will not be approved for bidding until the state's code review agent has approved the construction documents for code compliance by issuing a Notice Compliance Notice.

\_\_\_\_\_  
Code Review Agent Date

\_\_\_\_\_  
Principal Representative Date  
(Institution or Agency)

\_\_\_\_\_  
State Buildings Programs Date  
(or Authorized Delegate)





STATE OF COLORADO  
**OFFICE OF THE STATE ARCHITECT**  
 STATE BUILDINGS PROGRAMS

**BUILDING INSPECTION RECORD**

Institution or Agency: \_\_\_\_\_  
 Project No./Name: \_\_\_\_\_

Building Official/Code Review Agent: \_\_\_\_\_ Notice to Proceed Date: \_\_\_\_\_  
 Architect/Engineer: \_\_\_\_\_  
 Contractors: General: \_\_\_\_\_ Type of Construction: \_\_\_\_\_  
                   Electrical: \_\_\_\_\_ Occupancy Classifications: \_\_\_\_\_  
                   Mechanical: \_\_\_\_\_ Project Manager: \_\_\_\_\_  
                   Plumbing: \_\_\_\_\_ BIR Completion Date: \_\_\_\_\_

Provide If Checked    \* **No work shall be concealed or covered until the appropriate inspector has inspected and approved.**

<input type="checkbox"/>	<b>Building (Consultant)</b>	<b>Date</b>	<b>Inspector/ICC#</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	Footings/Foundations			
<input type="checkbox"/>	Concrete Slab / Under-Floor			
<input type="checkbox"/>	Framing (after rough elec/mech/plumb)			
<input type="checkbox"/>	Lath and Gypsum Board			
<input type="checkbox"/>	Fire-Resistant Penetrations			
<input type="checkbox"/>	Mechanical/Energy Efficiency			
<input type="checkbox"/>	Roofing			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Final			
<input type="checkbox"/>	<b>Special (Consultant)</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	Steel			
<input type="checkbox"/>	Concrete			
<input type="checkbox"/>	Masonry			
<input type="checkbox"/>	Wood			
<input type="checkbox"/>	Soils/Foundations			
<input type="checkbox"/>	Spray-Applied Fireproofing			
<input type="checkbox"/>	Smoke Control Systems			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	<b>Elevator Inspection (State)</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	Final			
<input type="checkbox"/>	<b>Electrical (Co. St. Electrical Bd.)</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	Underground			
<input type="checkbox"/>	Rough Walls			
<input type="checkbox"/>	Rough Ceilings			
<input type="checkbox"/>	Final			
<input type="checkbox"/>	<b>Plumbing (Co. Ex. Bd. of Plumbers)</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	Underground			
<input type="checkbox"/>	Gas			
<input type="checkbox"/>	Inside Water			
<input type="checkbox"/>	Final			
<input type="checkbox"/>	<b>Fire Department Inspection (Local)</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	Fire Sprinkler System			
<input type="checkbox"/>	Fire Alarm System			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Final			
<input type="checkbox"/>	<b>Health Dept. Inspection (Local)</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	Final			
<input type="checkbox"/>	<b>Boiler Inspection (State)</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments or Corrections</b>
<input type="checkbox"/>	New Installation			
<input type="checkbox"/>	Repair or Alteration			
<input type="checkbox"/>	Final			

Place this card in an obvious, protected location, along with all related inspection reports and documents.



Exhibit E



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**BUILDING INSPECTION AUTHORIZATION**

State's Code Review Consultant \_\_\_\_\_ Date \_\_\_\_\_  
Institution or Agency: \_\_\_\_\_  
Project No./Name: \_\_\_\_\_

\_\_\_\_\_(Department/Agency) as Principal Representative intends to supplement the Base Consultant Agreement for Plan Review/On-Site Inspection dated \_\_\_\_\_ and routing number \_\_\_\_\_ and form a contract for code compliance building inspections in accordance with the conditions stipulated in the Base Consultant Agreement.

Building Inspection Fee: Fees will be determined based on the code consultant's hourly rates and mileage reimbursement as per Exhibit D of the Base Consultant Agreement. Determination of the hours required are to be based on the scope and complexity of the project and the requested inspections as per the Building Inspection Record (SBP-BIR). The consultant proposal dated \_\_\_\_\_ is incorporated herein by reference.

Building inspection fee calculation. (Attach code consultant's proposal justification to this form):

( \_\_\_\_\_ X \_\_\_\_\_ ) + ( \_\_\_\_\_ X \_\_\_\_\_ ) = \_\_\_\_\_  
(Hourly Rate) (Anticipated Hrs.) (Mileage) (Mileage Reimb.) (Total Fee)

The following building inspections are requested: (Check applicable boxes):

- Footings/Foundations \_\_\_\_\_
- Concrete Slab / Under-Floor \_\_\_\_\_
- Framing (after rough elec/mech/plg) \_\_\_\_\_
- Lath and Gypsum Board \_\_\_\_\_
- Fire-Resistant Penetration \_\_\_\_\_
- Mechanical / Energy Efficiency \_\_\_\_\_
- Roofing \_\_\_\_\_
- Other \_\_\_\_\_
- Final \_\_\_\_\_

Additional services may be requested or assigned in writing by the Principal Representative. Projects will not be approved for occupancy until state's code review agent completes and approves the requested inspections by signing-off on the final inspection on the Building Inspection Record (SBP-BIR).

Code Review Agent \_\_\_\_\_ Date \_\_\_\_\_

Principal Representative \_\_\_\_\_ Date \_\_\_\_\_  
(Institution or Agency)

State Buildings Programs \_\_\_\_\_ Date \_\_\_\_\_  
(or Authorized Delegate)

Exhibit F



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**INSPECTION REPORT**

Inspection Entity/Code Review Agent: \_\_\_\_\_  
Inspection Date and Time: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Institution or Agency: \_\_\_\_\_  
Project No./Name: \_\_\_\_\_ Project Location \_\_\_\_\_

(Check One)

**Building**

- Footings/Foundation \_\_\_\_\_
- \_\_\_\_\_
- Concrete Slab / Under-Floor \_\_\_\_\_
- \_\_\_\_\_
- Framing \_\_\_\_\_
- \_\_\_\_\_
- Lath and Gypsum Board \_\_\_\_\_
- \_\_\_\_\_
- Fire-Resistant Penetrations \_\_\_\_\_
- \_\_\_\_\_
- Mechanical / Energy Efficiency \_\_\_\_\_
- \_\_\_\_\_
- Roofing \_\_\_\_\_
- \_\_\_\_\_
- Other \_\_\_\_\_
- \_\_\_\_\_
- Final \_\_\_\_\_

**Special**

- Steel \_\_\_\_\_
- \_\_\_\_\_
- Concrete \_\_\_\_\_
- \_\_\_\_\_
- Masonry \_\_\_\_\_
- \_\_\_\_\_
- Wood \_\_\_\_\_
- \_\_\_\_\_
- Soils / Foundations \_\_\_\_\_
- \_\_\_\_\_
- Spray-Applied Fireproofing \_\_\_\_\_
- \_\_\_\_\_
- Smoke Control Systems \_\_\_\_\_
- \_\_\_\_\_
- Other \_\_\_\_\_
- \_\_\_\_\_

**Elevator**

- Final \_\_\_\_\_

**Other**

- \_\_\_\_\_
- \_\_\_\_\_

COMMENTS

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Time/Date made: \_\_\_\_\_  
Inspector: \_\_\_\_\_

Partial      Reject      Approved

Exhibit G



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**NOTICE TO PROCEED (DESIGN/BID/BUILD CONTRACT)**

Date of Notice: \_\_\_\_\_  
Date to be inserted by the Principal Representative  
Date/Description of Contract Documents: \_\_\_\_\_  
Institution/Agency: \_\_\_\_\_  
Project No./Name: \_\_\_\_\_

Attach Notice of Code Compliance from Code Review Agent/Building Official for Documents Listed Above

To:

This is to advise you that your Performance Bond, Labor and Material Payment Bond, the requisite Builder's Risk Insurance Policy or Certificate for same, and Certificates of Insurance have been received. Our issuance of this Notice does not relieve you of responsibility to assure that the bond and insurance requirements of the Contract Documents are met for the duration of the Agreement. The Agreement dated \_\_\_\_\_ covering the above described work has been fully executed.

You are hereby authorized and directed to proceed within ten (10) days from date of this Notice as required in the Agreement. Any liquidated damages for failure to achieve substantial completion by the date agreed that may be applicable to this contract will be calculated using the date of this Notice for the date of the commencement of the Work.

By \_\_\_\_\_  
State Buildings Programs Date  
(or Authorized Delegate)

By \_\_\_\_\_  
Principal Representative Date  
(Institution or Agency)

When completely executed, this form is to be sent by certified mail to the Contractor by the Principal Representative.

Exhibit H



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**NOTICE OF SUBSTANTIAL COMPLETION**

Date of Substantial Completion: \_\_\_\_\_  
Date to be inserted by the Principal Representative

Institution/Agency: \_\_\_\_\_

Project No./Name: \_\_\_\_\_

TO:

Principal Representative

and

Contractor

This is to advise you that the Work has been reviewed, inspected and determined, to the best knowledge, information and belief of the Architect/Engineer, to be substantially complete as of the date noted above in accordance with the criteria outlined in Article 41 of The General Conditions of the Contract and the Specifications, including without limitation a) suitable for occupancy, b) inspected for code compliance with Building Inspection Records signed by code officials for the State, c) determined to be fully and comfortably usable, and d) fully cleaned and appropriate for presentation to the public.

A punch list of work to be completed, work not in compliance with the Drawings or Specifications, and unsatisfactory work is attached hereto, along with the Contractor's schedule for the completion of each and every item identified on the punch list specifying the Subcontractor or trade responsible for the work, and the dates the completion or correction will be commenced and finished within any period indicated in the Agreement for punch list completion prior to Final Acceptance.

Except as stated on the reverse side of this Notice of Substantial Completion, all manufacturers' warranties, other special warranties and the Contractor's one-year obligation to perform remedial work, shall commence on the Date of Substantial Completion noted above.

This Notice of Substantial Completion shall be effective and establish the Date of Substantial Completion only when fully executed by the Contractor and the Principal Representative. The Principal Representative accepts the Work as substantially complete as of the Date of Substantial Completion herein noted. The Contractor agrees to complete or correct the Work identified on the attached punch list and to do so in accordance with attached punch list completion schedule

\_\_\_\_\_  
Architect/Engineer Date

\_\_\_\_\_  
Principal Representative Date  
(Institution or Agency)

\_\_\_\_\_  
State Buildings Programs Date  
(or Authorized Delegate)

\_\_\_\_\_  
Contractor Date  
(If Applicable)

## Exhibit H

The responsibilities of the Principal Representative and the Contractor for security, maintenance, heat, utilities, and insurance shall be as specified in the Contract Documents or as otherwise hereafter noted:

Exceptions, if any, to the commencement of warranties shall be:

The attached final punch list consists of \_\_\_\_\_ pages, and the attached Contractor's schedule showing the dates of commencement and completion of each punch list item consists of \_\_\_\_\_ pages.

When completely executed, this form shall be sent to the Contractor and the Principal Representative with a copy to State Buildings Programs.

Exhibit I



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**NOTICE OF APPROVAL OF OCCUPANCY/USE**

Date of Occupancy: \_\_\_\_\_

Date to be inserted by the Architect/Engineer after consultation with Principal Representative

Institution/Agency: \_\_\_\_\_

Project No./Name: \_\_\_\_\_

Portion(s) of project for which Beneficial Occupancy is approved: \_\_\_\_\_

Type of Beneficial Occupancy:  Total or  Partial

The items identified below if applicable must be complied with before Occupancy is approved.

Date Completed	A/E Signoff	
		1. The Notice of Substantial Completion has been issued and the Building Inspection Record is completely signed-off and attached.
		2a. Notification has been made to the local Fire Department concerning which portion(s) of the building will be occupied and the date(s).
		2b. Fire alarms, smoke detection systems and building fire sprinkler systems have been fully checked and are operable.
		2c. The building's siamese fire connection must be installed and operable, if applicable.
		3. Coordination for final utility and service connections and meters (water, gas, sewer, electricity and telecommunication) has been made and systems are in full operating order.
		4. Sterilization of plumbing systems has been performed.
		5. Operational test of systems and equipment has been performed as required.
		6. Systems adjustments such as balancing, equipment operations, etc., have been performed. Reports have been submitted to the Architect/Engineer for approval.
		7. Principal Representative furnished equipment and furnishings are coordinated and placed.
		8. All elements left unfinished must be in such condition that there would be no hazard to the health or safety of the occupants.
		9. All restroom facilities must be fully functional and operable.
		10. All light fixtures must be installed and operable.
		11. All exit lights and emergency lighting systems have been checked and are operable.



**Exhibit I**

		12. All windows have been glazed and hardware is available for ventilation purposes.
		13. All routes of egress must be clear of construction materials and debris at all times.
		14. There must be a means of pedestrian access to each building. Contractor must have sidewalks installed before occupancy and pedestrian barricades and other means of public protection as required.

Occupancy does not constitute acceptance of the project as being complete. It simply provides the Principal Representative the opportunity to occupy/use the project or the applicable portion thereof prior to final completion and acceptance. Occupants can expect to be impacted by the Contractor's efforts to complete the project. The Contractor under the contract would not repair any damage by normal use or willfulness caused by the occupants.

_____ Architect/Engineer	_____ Date	_____ Principal Representative (Institution or Agency)	_____ Date
_____ State Buildings Programs (or Authorized Delegate)	_____ Date	_____ Contractor	_____ Date

Exhibit J



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

**NOTICE OF FINAL ACCEPTANCE**

Date of Notice of Acceptance: \_\_\_\_\_  
Date to be inserted by Architect/Engineer after consultation with the Principal Representative

Institution/Agency: \_\_\_\_\_

Project No./Name: \_\_\_\_\_

TO:

Notice is hereby given that the State of Colorado, acting by and through the \_\_\_\_\_,  
accepts as complete\* the above numbered project.

_____	_____	_____	_____
State Buildings Programs (or Authorized Delegate)	Date	Principal Representative (Institution or Agency)	Date

\*When completely executed, this form is to be sent by certified mail to the Contractor by the Principal Representative.

## Exhibit K

**STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS  
AGENCY ACTION PLAN FOR CODE COMPLIANCE**

---

DATE:

AGENCY/INSTITUTION:

PREPARED BY:

TITLE:

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The Department of Personnel & Administration (DPA)/State Buildings Programs (SBP) is responsible per CRS 24-30-1303 for establishing minimum building codes, developing methods to ensure conformity of physical planning with approved building codes, and developing standards of inspection. In order to implement this statutory responsibility, SBP developed the policy *Building Code Compliance: Coordination of Approved Building Codes, Plan Reviews and Building Inspections*.

A major tenet of the SBP *Building Code Compliance* policy is the annual reporting that is required of all state agencies/institutions. Each agency/institution must detail how it complies with SBP requirements for plan review, building inspection, and compliance reporting. This report, Agency Action Plan for Code Compliance, is required to be prepared and submitted to SBP for review and approval in September of each year. There are three agencies/institutions that currently have a grandfathered-in agency building official code process. In addition to submitting the Agency Action Plan for Code Compliance, those agencies/institutions must also submit to SBP annually a written report which describes the code compliance process at the agency, identifies all individuals that are involved, and includes their International Code Council (ICC) certifications.

### Plan Reviews

1. How does your agency/institution comply with the *Building Code Compliance* policy requirements concerning plan review? Include the following issues:
  - A. Does your agency/institution utilize the services of one or more of the state's code review agents (all with ICC certification) to provide code compliance plan reviews on your capital construction, controlled maintenance, emergency and cash or in-house funded projects? Note that code compliance reporting as discussed below is required only on appropriated projects – capital construction and controlled maintenance. However, building code compliance plan review is required on all projects – unless an exception is provided per IBC Section 105.2. If there is a question as to whether code review is required or not, the agency project manager should consult with one of the state's code review agents.
  - B. If your agency has been pre-approved by SBP to conduct your own plan reviews, identify the individual(s) responsible by name, job title, and experience and attach their resumes and ICC certifications.

### Building Inspections

1. How does your agency/institution comply with the *Building Code Compliance* policy requirements concerning building inspection? Include the following issues:
    - A. It is the responsibility of the agency project manager to coordinate the building inspections that have been called for at the conclusion of the plan review process. What is your agency/institution's standard process for conducting building, special, and elevator inspections? For building inspections, do you utilize the services of one or more of the state's code review agents, or a third party architect/engineer with ICC certification, or an inspection consultant, or your agency technical staff (ICC certification required)? If agency technical staff is used, identify the individual(s) by name, job title, and experience, indicate the type(s) of inspections, and attach a resume detailing his/her qualifications including ICC certification number. Do you utilize the services of an inspection consultant for special inspections?
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## Exhibit K

- B. The Colorado State Electrical Board (Department of Regulatory Agencies) is required by statute to perform electrical inspections on all projects on state owned land. How does your agency comply? The Colorado Examining Board of Plumbers (Department of Regulatory Agencies) is required by statute to perform plumbing inspections on all projects on state owned land. How does your agency comply? For those small in-house projects where the State Boards elect not to inspect, does your agency utilize the services of the design architect/engineer, and inspection consultant, or agency technical staff? If agency technical staff is used, identify the individual by name, job title, and experience, indicate type(s) of inspections, and attach a resume detailing his/her qualifications. Individuals performing electrical and plumbing inspections must have qualifications and experience to equal the minimum standards as per statutes CRS 12-23-106 and CRS 12-58-101-107, respectively.

### Other Plan Review and Building Inspection Responsibilities

1. What is your agency/institution's standard process for working with the local fire department during design and/or plan review? How do you work with the local fire department and/or the Division of Fire Safety (Department of Public Safety) conducting fire sprinkler and other fire code compliance inspections?
2. What is your agency/institution's standard process for working with the local health department (delegated by the Department of Public Health and Environment) for plan review and inspection of food service facilities?
3. What is your agency/institution's standard process for working with the state boiler inspector (Department of Labor and Employment) or approved insurance company inspectors conducting inspections of new, repaired, or relocated boilers?
4. What is your agency/institution's standard process for working with the conveyance administrator (Department of Labor and Employment) re certified inspectors for new elevator and escalators?

### Code Compliance Documentation

1. Describe you agency/institution's methodology for maintaining files. Do you maintain a centralized code compliance file or is the documentation maintained within specific project files? Are interim reviews, correspondence, and reports kept permanently or just final documents?
2. Identify the individual/job title responsible for coordinating the code compliance documentation submittal and project closeout final SC4.1 reconciliation submittal. As per the requirement in the SBP *Building Code Compliance* policy, the following documents must be submitted with the appropriate transmittal that is included in the policy:
  - Notice of Code Compliance including inspection recommendations or memo from agency stating code review was not required. If the Compliance Notice was contingent on the inclusion of the Construction Documents code review comments (as most are), the agency project manager must certify that the comments were incorporated into the drawings and specifications or provide an explanation for why they weren't.
  - If alternative methods, modifications, or appeals were approved for this project, detailed documentation must be submitted.
  - Authorization to Bid (non-delegated agencies only)
  - Closeout Documents (non-delegated agencies only)
    - Closing Out Checklist
    - Contract Close Out
  - Building Inspection Record
  - Final Construction Project Application (SC 4.1) with original SC 4.1 and all subsequent revised SC 4.1's. Attach a written explanation of the utilization of contingency funds and the original project budget request form CC-C for capital construction or CM-03 for controlled maintenance.

### Codes and Standards

1. Provide a list of life safety codes and other codes and standards that have been adopted by your agency/institution, if any, due to specific building types, accreditation requirements, or funding requirements. These codes are in addition to the minimum approved codes and standards adopted by SBP.

## EXHIBIT L

### CODE COMPLIANCE DOCUMENTATION SUBMITTAL AND FINAL SC-4.1 RECONCILIATION CHECKLIST (ALL AGENCIES)

To: State Buildings Programs

From: (Name)  
(Agency)

Date:

Project Name and #:

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The following five code compliance documents (copies, no originals) that are required for non-delegated agencies and the final SC-4.1 with supporting documentation are attached and indicated on this memo of transmittal.

- Notice of Code Compliance including building inspection recommendations issued by code review agent or memo from agency stating why code review was not required for the project. If the Compliance Notice was contingent on the inclusion of the Construction Document code review comments, the agency project manager must certify that the code review agent's comments were incorporated into the drawings and specifications. If alternative methods, modifications, or appeals were approved, submit detailed documentation.
- Notice to Proceed (SBP-6.26) or (SBP-7.26)
- Building Inspection Record (SBP-BIR)
- Notice of Approval of Occupancy/Use (SBP-01)
- Final Construction Project Application (SC-4.1). Attach copies of the original SC-4.1 for the project and all subsequent revised SC-4.1's. Also provide a written explanation of utilization of contingency funds. See SC4.1 Instructions and Contingency Management section of SBREP policy Project Cost Management Guidelines (Rev5/2001). Also include the applicable CC-C form (for Capital Construction Projects) or CM-03 form (for Controlled Maintenance Projects)