

Electrician License Contemporaneous Review Guidelines

PURPOSE

These guidelines outline the process the Town of Frederick uses to meet the requirements for contemporaneous review of electrician licensure, as set forth in Colorado Revised Statutes, 12-23-116.

SCOPE

These guidelines apply to all building code inspections performed by the Town of Frederick or on its behalf by CAA, Frederick's private building inspection partner). **These guidelines only apply to those building permits requiring a licensed electrician, as prescribed by relevant state and local law.** All other permit applications will not be required to meet the requirements of these guidelines.

PROCESS

1. Upon receipt of a building permit application, the Town of Frederick will first review the application to ensure the electrician and his/her state electrical and contractor's license number is listed on the permit. **If an electrician is not listed at the time of application, it must be listed before issuance or the permit application will not be processed.**
2. The Town of Frederick will then verify that the listed electrician has an active contractor and electrical license. The preferred method of verification will be the online license search on the website of the Colorado Department of Regulatory Agencies (<https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx>). **If an active license is not verified for the listed electrician, the permit application will not be processed until such time as the information can be verified.**
3. If the electrician performing / overseeing the electrical work on the building project changes at any time during construction, the permit applicant must notify The Town of Frederick of the new electrician's name and license number. The Town of Frederick will then perform an online license verification as described in Step #2 above. **If an active license is not verified for the newly-listed electrician, Frederick can require all electrical work to be stopped on the project until a verifiably-licensed electrician is listed.**
4. At the time of a relevant inspection, the building inspector may at the inspector's discretion request to verify the identity of the electrician performing / overseeing the electrical work on the project, with the intention of verifying compliance with state licensing requirements and the issued permit application. **If the inspector is unable to verify the identity of the electrician who performed / oversaw the electrical work, they may "fail" the inspection at their discretion until verification is completed.**