



**Boulder County
Land Use Department
Publications**

Inspection Reports & Surveys

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Building Safety & Inspection Services

Phone: 303-441-3925
Fax: 303-441-4856
Email: building_official@bouldercounty.org
Website: www.bouldercounty.org/lu

**EZBP & License Applications,
Reports & Letters**

Email: ezbp@bouldercounty.org
Phone: 303-441-3926

Plan Review & Building Code Questions
Email: building_official@bouldercounty.org
Phone: 720-564-2640

Office Hours:

Monday – Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

Building Permits can be applied for
and issued until 4:00 p.m.

Inspection Reports & Surveys

During the scope of your construction project, it may be necessary to provide inspection reports to the Building Safety & Inspection Services Team. These may include: Height surveys, setback surveys, engineered caisson, footing, or foundation inspection reports, fire sprinkler inspection reports, energy rater reports, and manuals J and D. To assure prompt approval of these letters and reports, and to avoid delays in scheduling inspections please follow these steps:

1. Do not wait until the day that you want to schedule the inspection to submit your letters or reports. These reports must be reviewed and approved by a variety of staff members who may not be available to review them immediately. Frequently the inspection cannot be scheduled without the approval of the report or letter; therefore, **all reports and surveys must be submitted 24-hours prior to calling for your inspection.**
2. Read the comments on the second and third pages of your building permit. These pages contain remarks and instructions for what surveys and reports will be required and when they need to be submitted to the Boulder County Building Division in order to schedule inspections.
3. Do not leave the letters on the jobsite for the Building Inspector. In most cases the Building Inspector will not be able to approve these letters or reports. They should be mailed, emailed or brought to the Building Division office so they can be directed to the appropriate staff member for review and approval.
4. Engineers who conduct inspections for caissons, footings, or foundation walls must include a statement in their report that indicates that the work was in compliance with the approved plans issued by Boulder County at the time the inspection was conducted.
5. When applicable, placement of the concrete encased electrode must be inspected by Boulder County, or the Engineer of Record. A Verification Letter is required.