

INSTRUCTIONS FOR PREQUALIFICATION OF LOCAL JURISDICTIONS RELATED TO PUBLIC SCHOOL CONSTRUCTION PROJECTS

The Division of Oil and Public Safety (OPS) is implementing a Prequalification Program for appropriate building departments related to Public School Construction projects. An "appropriate building department" means the building department of a county, town, city, or city and county and includes a building department within a fire department.

STEP 1: In order to be considered for prequalification, OPS first requires the attached application be completed by the appropriate building department, and by each qualified applicant seeking certification as a plan reviewer or inspector on a public school construction project. Qualified applicants should have appropriate ICC plan reviewer or inspector certifications or hold similar national certifications that require continuing education components. If an applicant is not certified in his or her respective field, the applicant shall have at least five years of demonstrated education, training, and experience in commercial building inspections and receive national certification within one year after the date of certification by OPS.

Plan reviewer and Inspector certifications issued by OPS to applicants holding ICC or national certifications will be valid for three years, whereas certifications issued to applicants on the basis of demonstrated education, training, and experience will be valid for one year, and will require ICC or national certification prior to renewal.

Please complete the attached application form and return it by mail to:

Public School Construction Program
Division of Oil and Public Safety
633 17th Street, Suite 500
Denver, CO 80202

STEP 2: After OPS has reviewed the application and determined that the appropriate building department has plan reviewers and inspectors that have the necessary education, training, and experience, OPS will issue and execute a Memorandum of Understanding (MOU) between the building department and the OPS. Pursuant to this MOU, OPS may prequalify an appropriate building department to conduct the necessary plan reviews, issue building permits, conduct inspections, issue certificates of occupancy, and issue temporary certificates of occupancy to ensure that a building or structure has been constructed in conformity with the building and fire codes adopted by OPS, and take enforcement action. Nothing in the MOU shall be construed to allow the building department to take enforcement action other than in relation to the building and fire codes adopted by the division.

An affected board of education, state charter school institute, or charter school may, at its own discretion, opt to use a prequalified building department that has entered into a MOU with OPS as the delegated authority. If a building department conducts an inspection, the building department shall retain the inspection records for two years after the final certificate of occupancy is issued.