

BILL RITTER, JR.  
Governor

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Executive Director

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Program Director



# DEPARTMENT OF LABOR AND EMPLOYMENT

DIVISION OF OIL AND PUBLIC SAFETY  
633 17<sup>th</sup> Street, Suite 500  
Denver, Colorado 80202-3660  
(303) 318-8550  
FAX (303) 318-8488

## ANNUAL PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

OPS USE ONLY

### INSTRUCTIONS:

- Fully complete and submit this application. See our website for specific regulations, [oil.cdle.state.co.us](http://oil.cdle.state.co.us), and for contact information.
- The applicant must complete all sections below to avoid delays. Incomplete applications will be returned to the sender (**PLEASE PRINT CLEARLY OR TYPE**).
- The fee for the Annual Permit shall be **\$500.00** per school district. The fee invoice will be mailed to the party as designated below. The permit along with a copy of the inspection record card will be available for pick up at our office upon receipt of payment. Permit and inspection record must be maintained at location specified below.

1.) COUNTY: \_\_\_\_\_

2.) SCHOOL DISTRICT NAME: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

3.) BILL ALL FEES TO: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

4.) SCHOOL DISTRICT CONTACT (PARTY RESPONSIBLE FOR WORK LOG AND INSPECTION REPORT SUBMITTALS): \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

- Annual Permit Application must be submitted along with an Application for Qualified Tradespersons otherwise application will be considered incomplete and Annual Permit may not be issued. If no Qualified Tradesperson is available, then a Certified 3<sup>rd</sup> Party Inspector shall perform the inspection. If 3<sup>rd</sup> Party Inspector will conduct the inspection indicate below by checking box.

CERTIFIED 3<sup>rd</sup> PARTY INSPECTOR WILL CONDUCT INSPECTION.

### Annual Permit Scope: The annual permit will be limited to the following scope of work:

- Replacement of already approved mechanical equipment.
- Installation of new non-fire rated door(s), in a non-bearing wall or partition.
- Adding window/glazing to an existing door.
- Repair of existing panic hardware.
- Installation of skylight(s) greater than ten feet away from a firewall.
- Installation involving roof penetration(s) greater than ten feet away from a firewall.
- Installation of one or more occupational therapy hooks.
- Installation of fence dugout(s) greater than six feet in height.
- Installation of shop/vocational instruction equipment.
- Demolition or removal of portable modular units.

See Public Schools Regulations 7C.C.R. 1101-7, 4-2-5 Annual Permits for additional information.

- Signature indicates that applicant has read and agrees to the terms of an Annual Permit as stated in the Annual Permit Scope.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_