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Community Development Department
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ELECTRICAL LICENSE VERIFICATION POLICY

Revised: 11/2019

Policy Statement

Per Colorado Revised Statutes (CRS 12-115-109, CRS12-115-115), all electricians and electrical contractors shall be licensed and registered through the Colorado Department of Regulatory Agencies (DORA) and specific jobsite ratios shall be maintained (one [1] licensed electrician to supervise no more than three [3] registered apprentices at a jobsite).

The Town of Vail requires that all electrical contractors be registered with the town prior to performing work within town limits. The licensed Master Electrician in responsible charge shall be named on the registration. This shall be verified through the DORA website. Registration can be performed through the Community Development Department.

Issuance of an electrical permit is required to perform electrical work within the Town of Vail. The electrical permit can only be applied for and issued to state licensed and town registered electrical contractors. Applications for electrical permits shall coincide with building permit applications, where applicable.

Per Colorado Revised Statutes (CRS 12-115-120) the Town of Vail inspector(s) shall perform a contemporaneous review to verify compliance with all specific requirements listed above. Procedures for this review are defined below.

Approved by: C.J. Jarecki, CBO – Building Official

Departments Affected: Community Development

Purpose

This policy is to establish the requirements and procedures involved with electrical work and permitting within town limits.

Procedures

- A. All electrical work within the Town of Vail shall be permitted and performed by a licensed and registered electrical contractor.
- B. During the inspection phase, the Town of Vail inspector(s) will verify licensing requirements and jobsite ratios. The review may occur at any time, may occur more than once, and will be recorded in the permit file for compliance.

- C. If any violation(s) of local and/or state regulations are found, the inspection shall be terminated and all work on the jobsite shall cease until further notice. Notification of violation(s) shall be reported to the Colorado State Electrical Board. A Stop Work Order may be issued.
- D. For violation resolution, copies of all licenses and apprentice registrations are required to be provided to the Building Official. Licenses and apprentice registrations shall be verified through the DORA website.
- E. Upon resolution of any violation(s) found, work on the jobsite may resume. If a Stop Work Order was issued, it shall be lifted upon verification of compliance.
- F. If there is no resolution found, the contractor in question may be subject to the Town of Vail Contractor Disciplinary Policy and subsequent action through DORA. The property owner and/or owner's representative may be subject to penalties as prescribed by law.
- G. If electrical contractors change during a project, the Town of Vail Building Official shall be notified, in writing, and licensing of the new electrical contractor shall be verified through Colorado DORA.
- H. Per CRS 12-115-120, this policy shall be published on the Town of Vail Community Development Department website via link or other method.

All correspondence relating to electrical license verification shall be uploaded and stored in the corresponding permit file within the electronic permitting software system.