

BUILDING DIVISION POLICY & PROCEDURES

Building Inspections During COVID-19 Pandemic

GENERAL POLICY

- This policy establishes inspection protocol for city building and electrical inspectors during periods that the City of Westminster is under public health orders from the CDPHE or local health departments.
- These changes are in response to updated CDPHE and local health orders and are being put in place to help protect inspection staff as well as job site personnel.
- Interior building and electrical inspections will not be performed in person within occupied buildings. Inspectors will only inspect areas of the building that have been vacated prior to their arrival, assuring that they will not come into contact with workers at any point during their site visit.
- City building and electrical inspectors are instructed to not engage with anyone on a job site face-to-face.
- Onsite communication with the inspector will need to be by cell phone or other virtual means.
- Interior inspections of occupied residential units will not be performed. Inspection staff will not enter an occupied residential unit due to the fact that an owner or representative is prohibited from being present during the inspection.
- Virtual inspections will be allowed. Schedule the inspection online through the ETRAKIT system and note the request for a virtual inspection, along with the appropriate contact information.
- For virtual inspections someone with general knowledge of the installation needs to be onsite with a smart phone, a flashlight or head lamp and access to each unit.
- These inspection protocols are effective immediately and will remain in effect until public health orders are modified or lifted.

ADDITIONAL NOTES

- Please communicate directly with the assigned inspection staff member or the Inspection Supervisor on any specific inspection needs.
- We are committed to helping keep projects moving ahead and will continue to work with you to make that happen.
- These protocols may be changed based on updated health department orders or other modified City of Westminster policies.