



## COLORADO

Department of  
Regulatory Agencies

Division of Professions and Occupations

### Standard Procedures for Compliance with Contemporaneous Review for Inspecting Entities

State Plumbing Board

Effective Date: Oct. 29 2019

#### 1. PURPOSE

The purpose of this Standard Procedure is to define parameters and methods to track an Inspecting Entity's compliance with HB19-1086. This requires that an Inspecting Entity (IE), including the state, have publicly posted standard procedures advising it's inspectors how to conduct contemporaneous reviews of plumbers and apprentices compliance with state plumbing licensing and apprentice-ratio laws.

#### 2. SCOPE

This document specifically applies to:

- Inspecting Entities required to develop and post Standard Practices for Contemporaneous Review; and,
- Staff members employed by the Division of Professions and Occupations in the Department of Regulatory Agencies assigned to:
  - Implement the effective posting and monitoring of these standards.
  - Provide plumbing inspections for the state in those areas where the local jurisdiction does not conduct inspections and issue permits.

#### 3. REFERENCES (if Applicable)

- Colorado Revised Statutes:
  - [Section 12-155-108](#)
  - [Section 12-155-124](#)
  - [Section 12-155-120\(1\)](#)
  - [Section 12-155-120\(10\)](#)
- Board Website re: Contemporaneous Review: by Dec. 1, 2019, posted at a later date
- Board Email address: [dora\\_plumbingboard@state.co.us](mailto:dora_plumbingboard@state.co.us)

#### 4. DEFINITIONS (if Applicable)

- AP - Apprentice Plumber
- Board - State Plumbing Board
- Division Director - The Director of the Division of Professions and Occupations (DPO)
- Inspecting Entity (IE) - An inspector performing an inspection for the state, an incorporated town or city, county, city and county, or qualified state institution of higher education. This includes plumbing inspectors employed by the state to perform plumbing inspections.
- MP - Master Plumber



## COLORADO

Department of  
Regulatory Agencies

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- Program Area - The office of the Board
- PC - Plumbing Contractor

### 5. ROLES & RESPONSIBILITIES

The following outlines the roles and responsibilities related to development, implementation, and management for compliance with HB19-1086:

- Inspection Entity
  - Utilizing the minimum requirements in section 6 Process below and section 12-155-120, C.R.S., establish Standard Procedures to advise its inspectors on how to conduct a contemporaneous review required in and in compliance with HB19-1086.
  - Post standard procedures to their public website.
  - Provide link to website to the Division Director upon implementation and as web link is edited/updated.
- Program Area - Program Director and staff:
  - Develop a sample web page that will house minimum requirements for standard procedures and list of links to IE's corresponding webpage(s).
  - Develop, prepare for posting, and maintain posting of a 'spreadsheet' listing the IEs and each IE's web-link(s) to their standard procedures for contemporaneous review.
  - Monitor Board email for IE notifications and process updates to the Board's dedicated website.
  - Expedite process for instances of non-compliance.
- Division Wide Program Services:
  - Website Development for aforementioned postings 2-3 weeks for work as represented.
  - Assist Program Area for updating information on this Board site.
- AUDIT Team:
  - Set standards for bi-annual auditing for compliance.
  - Refer non-compliant IE to Program Area for possible action.

### 6. PROCESS

#### I. Development of Standard Procedures

Inspecting Entities (IE), including the state, will develop Standard Procedures.

The Division sets the following Minimum Requirements for Inspecting Entity's (IE) Standard Procedures for effective Contemporaneous Review:



## COLORADO

Department of  
Regulatory Agencies

Division of Professions and Occupations

1. Establish when, in the permitting process, the IE verifies that the Plumbing Contractor (PC) and the PC's full-time Master Plumber (MP) maintains active registration and licensure (respectively), and what IE will do if no active license or registration exists.
2. Determine method IE will use to verify license and/or registration (i.e. DORA's online licensing system).
3. Establish how IE will handle changes if the PC or MP originally assigned to a job is replaced or leaves the project after the permit is obtained. Determining whether the permit remains in place or terms in which the permit can remain active.
4. IEs must determine when and how their inspector(s) will:
  - a. Conduct occasional, random, on-site inspections for compliance with 12-155-108, and 12-155-124;
  - b. Verify licensure for all plumbers and the registrations of all Apprentice Plumbers (AP) performing work at a job site being inspected; and,
  - c. Verify PC's compliance with licensee-to-apprentice ratio, as required by law. IE must also determine actions to take should violations occur.
5. Establish how, if, and when, IE or IE's Inspector will report violations to the Board.

### II. Posting Guidelines

1. IE's Posting Requirements:
  - a. The IE must post the aforementioned standard procedures, related to contemporaneous review, in a prominent location on its public-facing website.
  - b. A link to the webpage on which the procedures have been posted must be provided to the State Plumbing Board office via email at [DORA\\_PlumbingBoard@state.co.us](mailto:DORA_PlumbingBoard@state.co.us) by December 1, 2019.
  - c. If an Inspecting Entity does not have a website, the current procedures must be provided via email to the Board at [DORA\\_PlumbingBoard@state.co.us](mailto:DORA_PlumbingBoard@state.co.us) for posting on the Board's website by December 1, 2019.

### 2. DPO/Board Posting Process

Board will create and maintain a webpage that:

- a. Provides minimum requirements for standard procedures; and
- b. A list of Inspecting Entities, including the state, with the hyperlink the IE provided to their Standard Procedures.

List will include access to the standard procedures for IE's that do not have a website.

### III. Auditing Standards and Process

1. At least bi-annually, the Division's Compliance Services office will conduct an audit to:
  - a. Verify links provided to the Director by Inspecting Entities are current and compliant with the requirements of HB19-1086;

