



**Colorado Department of Public Safety
Division of Fire Prevention and Control**

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

The Division of Fire Prevention and Control (DFPC) is implementing a Prequalification Program for building departments related to Public School Construction projects.

STEP 1: In order to be considered for prequalification, DFPC first requires the Pre-Qualified Building Department application be completed by the 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 DFPC.

Plan reviewer and Inspector certifications issued by DFPC 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 Pre-Qualified Building Department application form and return it by mail to:

Division of Fire Prevention and Control - Public School Section

690 Kipling Street, Suite 2060

Lakewood, CO 80215

STEP 2: After DFPC has reviewed the application and determined that the local building department has plan reviewers and inspectors that have the necessary education, training, and experience, DFPC will execute and issue a Memorandum of Understanding (MOU) between the local building department and DFPC. Pursuant to this MOU, DFPC may prequalify an appropriate local 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 DFPC, and take enforcement action. Nothing in the MOU shall be construed to allow the local 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 local building department that has entered into a MOU with DFPC 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.