

Dear Contractor:

In an effort to keep our contractors informed about our business practices/policies we have put together the information below. We hope you find this useful in working with the Building Inspection Division.

Below are the questions most frequently asked by contractors. We ask that you please share this information with all those involved in permitting and inspections.

1. *What time is my inspection? What is my two-hour time frame? Where am I on the inspection list?*

The city of Thornton Building Inspection Division does not provide exact times, two-hour windows, or AM/PM windows. At this time office personnel do not have access to an inspectors schedule and therefore cannot offer advice as to where your particular inspection is on the inspector's schedule for the day.

2. *Do I need to be on site for a rough electrical inspection?*

No, you do not need to be present for the rough electric inspection. However, you must provide a ladder set up to OSHA standards. If the ladder is to be setup in the back yard please provide permission to enter the back yard when requesting the inspection.

3. *How much work can I do for a rough electrical inspection?*

No more than 50% of the solar panels, as shown on the approved drawings, can be installed.

4. *When does the heat meter inspection take place?*

The heat meter inspection is a separate inspection that takes place with the final electrical inspection. Both inspections should be requested at the same time.

5. *Do I need to be on site for the final inspection?*

Yes. The inspector requires a technician be on site to perform a rapid shut-down of the system.

As a general rule, by 9:00 AM every business day, there is a Daily Inspection List posted on the CityView Portal Help section. You do not need to log in to the system to access Portal Help and the Daily Inspection List.

Given the number of phone calls that we receive from field personnel we highly suggest that you provide access to your portal account to your field staff. If that is not a possibility they can create their own portal account and by adding them to the permit they would have access to schedule inspections and see results. Project managers with account access would be able to manage multiple projects and provide updates through direct contact with their crews. Subcontractors can also stay updated through the portal by adding them to the contacts section of the permit.

The mobile version of the CityView Software will provide the same information that is available on the desktop version and will provide real time access to all of your staff.

For more information or assistance with the portal application please call us at 303-538-7250.