



Adams County Residential Building Inspection Procedures

Instructions For Obtaining Inspections

Inspection Request Policy

All inspection requests must be made by **8:00am one day prior to the anticipated inspection** by the permit holder or requestor for next business day service. Inspection requests made after 8:00am will be automatically scheduled for the next available business day.

Please note that at times due to a high volume of requests or staff limitations, next day service may not be possible. The system will automatically schedule for the next available date.

Inspection Cancellation and Rescheduling Policy

It is the responsibility of the permit holder or requestor to ensure the work is ready and complete prior to requesting the inspection. All scheduled inspections are subject to be rescheduled, cancelled, to include advancement if there is an opening in schedules at our discretion.

Notification will be provided in the event of advancement or rescheduling of an inspection. Cancellations by County staff may occur in the event of limitations of available staff or for County closures. In the event an inspection is cancelled for staff availability, notification will be provided the day of inspection. For County closure or weather conditions, no advance notification will be provided and the permit holder or requestor must reschedule for the next available date.

All cancelled inspections must be received in the Building Safety Division system **48 hours prior to the day of the scheduled inspection** through the automated phone system (IVR) or Accela Citizen Access system (ACA). Inspections that are cancelled after the cancellation cut off will be subject to a \$75.00 re-inspection fee and must be paid prior to scheduling another inspection.

All rescheduled inspections must be received in the Building Safety Division system **48 hours prior to the day of the original requested inspection** through the automated phone system (IVR) or Accela Citizen Access (ACA). Inspections that are rescheduled after the cut off will be subject to a \$75.00 re-inspection fee and must be paid prior to scheduling another inspection.

(IVR) Automated Phone System: 720.523.6320

(ACA) Accela Citizen Access: <https://permits.adcogov.org/citizenaccess>