

Glazing Contractor Licensing and Permits & Inspections of Replacements

- Commercial replacement glazing requires permits & inspections to ensure compliance with Code.
- Residential replacement glazing does not require permits & inspections except when there is a structural (framing) change. All installations must comply with Code.
- Glazing Contractors must have a Building Contractor D-1 (Glazing) License from Pikes Peak Regional Building Department before obtaining permits.

The Code requires contractors to be licensed prior to obtaining permits for work. No test is required for this license.

Permits

Permit may be obtained on the web site, by phone or in person. To obtain permits:

By phone, call 327-2880 during normal business hours.

On the web site at any time, go to **www.pprbd.org**

Select ENABLE LOGIN from the menu on the home page.

Enter your Contractor ID number and a password.

Select purchase glazing permits and enter the information.

Enter credit card payment information.

After credit card approval, select "Back to PPRBD" to finalize and print the permit.

Receipt forwarded to your e-mail address.

In an emergency, work may be done immediately and a permit obtained within 72 hours.

The licensed contractor may authorize an associate to obtain permits and request inspections by providing the notarized Permits Authorization form to Pikes Peak Regional Building Department. The associate may obtain permits on the web site, select ENABLE LOGIN, and input the contractor's ID number and password.

Inspections

When work is completed, request the inspection for a permit number. To request inspections:

By phone during normal business hours, call 327-2880.

By phone after business hours, weekends and holidays, call 327-2954.

On the web site at any time, go to **www.pprbd.org**

Select ENABLE LOGIN from the menu on the home page.

Enter the contractor ID number and password.

Enter the permit number, and select "Building Final" inspection.

Inspection requests received prior to 8:30 a.m. usually receive service the same day. (There is no additional cost for the inspection, it is covered by the permit fee.)

To obtain inspection results on the web site, select PERMITS from the menu on the home page, and choose either Permit Query (enter the permit number) or Address Search (enter the address).

Frequently asked questions about

Glazing Permits & Inspections of Replacements

The permit and inspection information pertains to replacement of glazing. New installations are covered under new construction permits.

Is a permit required to remove glass for temporary access and then reinstall the same glass?

No, a permit and inspection is only required for installing replacement glass in commercial structures.

Are public school buildings exempt? No. Check with RBD to verify which school districts are applicable.

Are city and county buildings exempt? No, these buildings require permits and inspections.

Are apartments, duplexes, condominiums and multifamily dwellings exempt?

Replacements in individual units are exempt. A permit and inspection are required for any replacement in a common area, such as a club house, community center or office area.

When there are several glazing replacements in a commercial building or building complex, is a permit required for each replacement?

No, a single permit for a property is sufficient. Specify how many replacements and the locations when you call to request the inspection.

Is the property owner's name required for the permit?

Provide the name of company or individual who contracted the work. The property manager or management company is acceptable.

How do we let the inspector know which window or door to inspect?

Place "X" masking or duct tape on the window, and note the location when you call for the inspection.

If an area is secured or locked, how can the inspector gain access to perform the inspection?

When you request the inspection, also notify the property manager or owner that access will be required.

What is the inspection criteria?

The inspector will check for the appropriate safety glazing label etched on the glass. The etched label (bug) needs to be visible.

What is the process if the replacement work fails inspection?

The reason will be available by permit # or address on the web site or you may call 327-2880. It could be a correction or lack of access that needs to be made. Request a re-inspection on the web site or by phone. There is no charge for this second inspection.

Are there penalties or fees if a permit is not obtained?

Yes, penalties range from the contractor being required to address a complaint of code violation before the Building Committee of the Pikes Peak Regional Building Department, to a monetary fine being assessed. (Note: An unlicensed contractor, who performs work that requires a permit, is subject to a court injunction preventing the company or individual from contracting work in this jurisdiction.)