



Certificate of Non-Compliance

Our CNC (Certificate of Non-Compliance) process is here to help resolve a permit when all other options have been attempted. The CNC process is not intended to be a quick resolution and will not be used to collect payment from the owner. **At least one attempt at an inspection must have occurred prior to starting the CNC process. If no inspection request has taken place, the CNC process will not be started.** When a permit becomes administratively closed (expired) and all other attempts to resolve the permit have failed, a contractor may use the following process:

First, call the property owner or person you contracted with. Note the date and number you called. Send the current property owner the template letter by certified mail, and return receipt. The letter must be addressed to the current property owner (their legal name) and the owner's current mailing address, as listed at the assessor's website: <http://land.elpasoco.com/> **Keep a copy of this letter.**

The owner has 30 days to respond to you from the date that you sent out the letter.

If you get no reply within 30 days, you may then submit ALL the following documents to the Complaint Department at PPRBD:

- Copy of the template letter you sent (**Figure 1**)
- Copy of receipt for certified mail, filled out with name and address and stamped by the postal service
- Copy of return receipt card

If the property owner refused the letter or the letter returns to you as undeliverable, copy of the front and back of the UNOPENED letter and attached green return receipt must be provided as well as a copy of the template letter. PPRBD only accepts copies, no originals for submittal.

PPRBD will send a certified letter with return receipt to the current owner regarding the permit. They will have 30 days to respond to us or we will file a CNC, which serves as a lien against the property.

You will continue to see the permit until it is either resolved or the CNC is filed, which will void the permit. If the property owner complies and allows inspection, you will need to re-open the permit and request an inspection. Owner compliance does make the CNC process invalid.

COMPLETE (copy of the letter, copy of receipt for certified mail, copy of return receipt card or envelope) paperwork may be submitted (30 days after the letter is mailed) to the Complaint Department.

You can submit CNC paperwork electronically on your free web account. If you have not already, signed up for a free web account contact Contractor Licensing at 327-2887 for assistance.

All rejected CNC paperwork will be discarded. PPRBD will NOT hold rejected CNC paperwork. To make changes to the CNC paperwork you have submitted, you must resubmit the CNC paperwork with the required documents.

For questions regarding the CNC process or status of your CNC request, contact PPRBD Complaint Department @ 719-327-2891 or rebecca@pprbd.org.

Figure 1

Current Property Owner Name

Current Property Owner Mailing Address

City, State Zip

Re: Permit # _____ at _____
Address where work was performed

For _____
Scope of work performed

Date Letter Mailed

Pikes Peak Regional Building Department (PPRBD) requires inspections to be performed every six months if work is ongoing, and a final inspection to be performed on every permit issued.

On _____, we called you at _____ to try to schedule the required inspections.
Date called Phone # called

Please respond to this letter by contacting me at _____ within 30 days of the
Your phone #

POSTMARK of this letter to schedule an inspection and avoid having a certificate of Non-compliance (lien) filed against the property by PPRBD, which will prevent refinancing the mortgage and/or sale of the house.

Thank you,

Signature

Printed Name

Name of Company