



Permit Guidelines for Homeowners

- Permits are good for 180 days from the date of issuance. Each inspection resets the clock for another 180 days.
- Each permit is eligible for one free extension, as long as that extension is requested BEFORE the permit expires.
- If there is no inspection scheduled within the 180 days, the permit will expire and there will be a fee to reopen. **The free extension does not apply if the permit has expired.**
- Inspections can be scheduled via phone, in person, or online (if you have a homeowner account).
- If you schedule the inspection by 8:29 am (719-327-2880 or online), you can have a same day inspection (does not apply to reroof permits).
- You can see an estimate of when your inspector will arrive by going to www.pprbd.org at 9 am on inspection day and clicking on the “Inspector Arrival” button. If you miss your inspector, you will need to reschedule.
- When scheduling an inspection, please provide a phone number for the inspector to call you 60 minutes before the inspection.
- You will receive a paper copy of your permit. It does not need to be posted on site.
- For permits that have multiple attachments like plumbing, electrical, or HVAC, make sure ALL trades have a final inspection.

- If you make any changes to a plan AFTER a permit has been issued, a splice may be required. If the work doesn't match the plans, it will fail inspection.
- If you are unable to complete any of the work yourself, you can always transfer your permit to a licensed contractor. All you need to do is fill out a [permit transfer request](#) and email it to a front counter specialist.