



TOWN OF  
**BRECKENRIDGE**

## **COVID-19 Protocol Building Applications and Inspections**

The Town of Breckenridge fully understands and respects the significance of this health crisis, and is dedicated to the safety of all of our residents and employees. We also understand the importance of the building profession's contributions to our community and their desire to continue to work, and maintain some semblance of normality. The Governor's recent Executive Stay at Home Order (as amended on March 26) allows for construction activities to continue. In order to assure the continued health and safety of job site employees and our staff, the Breckenridge Building Division will continue to accept building permit applications and will provide building inspections, as resources allow. Our typical plan review and inspection services may not occur at its historic pace, however we will endeavor to process them as our staffing resources allow. Our offices are closed for an undetermined time. Therefore, in order to continue to meet the needs of our building community, we have set the following procedures in place for permit applications and inspections.

We are temporarily preventing entrance to Town Hall, except for plan dropoff and pickup in the front entranceway.

## **Instructions for Submitting a Building Permit Application**

BEFORE LEAVING A SUBMITTAL: YOU MUST CALL THE BUILDING DEPARTMENT FOR INSTRUCTIONS AND GUIDELINES FOR YOUR TYPE OF APPLICATION AT 970-453-3180.

- You must have an approved application by Planning and the development permit must be issued and fully executed (when applicable). Please contact (970) 453-3160 to be directed to a planner if you do not already have one assigned.
- You must have all required Orange Sheet sign offs prior to submittal.
  - Orange Sheet will be emailed to applicant (applicant must call us at 970-453-3180 or email us at [building@townofbreckenridge.com](mailto:building@townofbreckenridge.com) to let us know they need

to submit and your orange sheet will be sent to you. You may print this on white paper.)

- You may obtain and submit email confirmations from entities and include those with submittal if an in-person signature is not possible.
- It will be up to you to figure out how to get the plans, payment, etc. to/from external entities if they are closed.
- When the submittal is complete, you may leave it in the drop box. If Public Works sign offs are needed: DO NOT LEAVE YOUR SUBMITTAL AT TOWN HALL. You must drop off the submittal at Public Works; there will be a drop box at the front entrance of the Fleet Building. Public Works is located at 1095 Airport Rd. – if you leave something there call and let them know at 970-453-3170.

#### AFTER BUILDING DEPARTMENT HAS COMPLETED PLAN REVIEW:

- You will be contacted via email to let you know your payment due, and that your permit is ready for pick up. Preferred payment method will be credit card, via authorization form that will also be emailed to you. If credit card payment is not possible, check payment can be discussed over the phone.
- Once payment has been received, your permit will be issued and emailed to you, and your construction set of plans/other relevant documents will be available for you to pick up in the bin labeled Customer Pick Up.

#### INSPECTIONS:

As we further adjust to the escalating response needed to slow the spread of COVID-19, we are requiring all on-site building inspections to follow the set of protocols listed below. Given an expected backlog of inspection requests, please understand that inspections in the next several weeks will be prioritized based on the essential and critical nature of the inspection, and that some lower priority inspections may need to wait some time to be scheduled.

Revised policies and staff availability during this public health emergency will dictate any limitations. Two objectives we will adhere to are as follows:

1. We will protect our inspectors from the hazard of COVID-19 through these provisions and limit transmission of COVID-19 on the jobsite.
2. We will require that General Contractors, through their general worksite practices, initiate jobsite actions to mitigate COVID-19 exposure in the way their people work.

**Once inspections are approved to be scheduled, the Breckenridge Building Division will require the contractor or building permit holder demonstrate that the following mitigation strategies are being implemented on the jobsite in order to achieve the above stated objectives:**

- a. Proper hand hygiene and sanitation measures must be readily available to all employees, and vendors and frequently utilized by all employees and vendors. These measures shall be in the form of hand washing sinks or hand sanitizer stations (sanitizer to contain >60% alcohol).
- b. Contractors and Property owners, including their agents, lessees, and subcontractors, are required to ensure that all workers have access to face coverings, are instructed to wear face coverings during the performance of all work, and are instructed to maintain social distancing of at least 6 feet, whenever possible, on all their Construction Sites.
- c. Environmental cleaning guidelines from the US Centers for Disease Control and Prevention (CDC) must be followed (e.g., clean and disinfect high touch surfaces).
- d. Environmental cleaning guidelines from the US Centers for Disease Control and Prevention (CDC) must be followed (e.g., clean and disinfect high touch surfaces frequently).
- e. Social distancing recommendations must be met, include limiting contact of people within 6 feet from each other for 10 minutes or longer, and any other applicable social distancing requirements that are promulgated. No more than 10 persons shall be gathered on the jobsite at any time.
- f. Employees must be screened for coronavirus symptoms each day and excluded if symptomatic.
- g. General Contractors must ask workers if they have symptoms of COVID-19 (fever over 100.4°F, cough or shortness of breath) and, if they do, prohibit symptomatic attendees from being on the jobsite. This screening for COVID-19 symptoms should occur daily for all workers. Example of a [screening tool](#).
  - i. If an employee is found to be ill, they shall not report to work for at least 7 days after symptoms started or 72 hrs. after fever ends and other symptoms improve, whichever is longer. In determining fever and other symptom improvement, no fever or symptom suppressing medicines may be used.

- ii. What if a household member has respiratory symptoms and/or fever?  
Based on the needs of the jobsite, these personnel may be permitted to continue to work following potential exposure to COVID-19, provided they remain asymptomatic (no symptoms). Personnel who are permitted to work following an exposure should self-monitor under the supervision of the General Contractor including taking their temperature before each work shift to ensure they remain afebrile (without a fever). On days these individuals are scheduled to work, the General Contractor must require the staff person to measure temperature and assess symptoms prior to their starting work per [CDC Guidance](#). Results are to be reported daily to the General Contractor. This check-in process is to continue for 14 days after the household member recovers from their illness.
- h. Older adults and individuals with underlying medical conditions that are at increased risk of serious COVID-19 must be encouraged not to be on the jobsite.
- i. Have all relevant work complete prior to scheduling inspections.
- j. There shall be a single point of contact on-site and communication on site will be by phone or carried out with a minimum six feet separation at all times with inspector.
- k. Contractors and subs shall not be staged in the inspection areas.
- l. Minimize the need for contact with surfaces on job sites.
- m. Contractors, if possible, shall cluster multiple inspections to ensure fewer visits on site. For instance, building, mechanical, electrical, plumbing inspections should be scheduled the same day.
- n. Final inspections will be done with no one else in the building.
- o. If the terms outlined in these building department policies and the job site safety requirements plan are not being followed the inspection shall be terminated and a re-inspect fee will be levied.

**The Breckenridge Building Division is requiring all building permit holders to provide a COVID-19 Jobsite Safety Plan for the Building Department's review. The COVID-19 Jobsite Safety Plan shall entail the following:**

- Provide an electronic job site safety plan specific to the project to the Building Division at [building@townofbreckenridge.com](mailto:building@townofbreckenridge.com). The plan will be provided by the contractor or building permit holder for review and approval prior to scheduling building inspections.
- The jobsite safety plan is required to describe interior and exterior procedures the contractor or building permit holder will put into place for everyone on site, including transportation, sick employee restriction policies, verification of no symptomatic contacts on site, staggering of sub-contractor work hours, sanitation stations and how the public health interventions mentioned above will be implemented.

- Large building projects and large job sites (e.g., more than 10 workers on site) shall have established protocols and posting of job site(s) with the procedures to be followed. Sanitation stations, rules limiting the number of workers in areas and cleaning of high contact surfaces multiple times a day. Example of a [social distance sign](#).  
**\*No more than 10 persons may gather together at any time.**
- Provide verification (through sick contractor sign-in logs written in both Spanish and English) to ensure that no one is arriving to the job site sick. Example of a [sign in sheet](#).
- The jobsite safety plan will be reviewed by the Building Official to determine if the plan meets the above criteria.
- The general contractor will then be able to schedule essential inspections. Each inspection will be reviewed to determine eligibility.

If building inspectors arrive at a job site and discover that any of the above provisions are not being followed, there will be an immediate suspension of the inspection.

\*\*\*\*\* Due to the changing COVID-19 environment these policies are subject to revision.

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**BUILDING DIVISION**

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