



Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts

INSPECTIONS POLICY

SCHEDULING INSPECTIONS - It is the responsibility of the permit holder, or person doing the work authorized by the permit, to properly notify the building department of all work that is ready for inspection. Inspection requests may be filed by entering a request online through their CityView portal account or by coming into the department office. Inspections requests made online through CityView must be made ***before Midnight*** the day prior to the inspection.

To schedule an inspection online:

- Log in to your CityView Portal Account
- Click on “My Items”, “My Permit Applications”, find the permit in question
- Click on “Schedule Inspection” and follow the screen prompts
- Select the type of inspection that best fits your situation
- Select date you want the inspection scheduled for
- In the notes field you **MUST** enter your name and phone number as well as add any additional information you feel would aid the Building Inspectors, i.e., Gate codes or building access.
- Click “Complete” and you will get a confirmation page for your request

There is a Scheduling an Inspection and Pay Fees CityView Handout for your reference
<https://co.routt.co.us/865/City-View-Help-Topics>

WORK MUST BE READY FOR INSPECTION. It is the responsibility of individuals scheduling inspections to make sure the work is ready to be inspected and that the job is accessible and exposed for inspection purposes. **A re-inspection fee of \$50.00** will be assessed for work that is not ready and the inspection has not been canceled. Inspections should not be scheduled before the work to be inspected is complete. To cancel an inspection, call the office at 970-870-5566 by 9:00 a.m. the day of the inspection.

Routt County Regional Building Department

136 6th Street, Ste 201, Steamboat Springs, CO 80487 PH: 970-870-5566 Fax 970-870-5489 Email: Building@co.routt.co.us