

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: INDEPENDENT THIRD-PARTY ROOFING INSPECTION		
Approved: Eric Browning, PE, Building Official		
Number: ADMIN 130.2B	Effective Date: August 19, 2008 Revised Date: March 14, 2023	Page: 1 of 2

Reference: Admin 130.2

Scope. This policy establishes the requirements for using independent third-party roofing inspections to verify code-compliant installation of new roofing for Type-Approved projects. Independent third-party roofing inspections may also be used for the inspection of re-roofing of existing one- and two-family dwellings with shingle roofs and their accessory structures.

Policy. An owner has the option to use the city-led inspection process where a Denver Building Inspection Section construction inspector performs the roofing inspections, or the owner may choose to use an independent third-party inspector consistent with this policy. An owner must select the independent third-party inspector from Community Planning and Development’s list of approved third-party roof inspectors, [found here at the Third-party roofing inspections link](#). The independent third-party inspections may not be performed by an employee of the building owner nor contractor that completed the roofing construction work being inspected.

Inspector Qualifications. To be recognized as a qualified independent third-party inspector, the individual must meet one of the following requirements:

1. Be a Colorado registered design professional that has experience and expertise in the installation and inspection of roofing systems of the type being installed.
2. Hold a current Registered Roof Consultant (RRC) certification and have five years’ experience in the type of roofing being inspected.
3. Hold a current Building or Combination Inspector certification issued by the International Code Council or other directly related inspector certification subject to the approval of the Building Official.
4. Have been previously employed by a building department or other recognized inspection services company to perform roofing inspections on the type of roofing system being installed.
5. Be an authorized representative of the roofing system manufacturer that inspects the installation and is responsible for issuance of the manufacturer’s warranty certificate.

Inspection Company. An independent third-party inspection company shall provide to the owner documentation of its experience and expertise to perform inspections on roofing systems of the type being installed. The inspection company shall demonstrate that it has provided adequate training for its inspector(s) and has a supervisory and quality control process in place to oversee the work being performed by their inspection personnel. Inspections performed by persons not individually qualifying as inspectors shall be supervised by a qualified inspector meeting the criteria above in Inspector Qualifications.

**CITY & COUNTY OF DENVER
COMMUNITY PLANNING & DEVELOPMENT
BUILDING PERMIT POLICY**

Subject: INDEPENDENT THIRD-PARTY ROOFING INSPECTION

Approved: Eric Browning, PE, Building Official

Number: ADMIN 130.2B

**Effective Date: August 19, 2008
Revised Date: March 14, 2023**

Page: 2 of 2

Owner Responsibilities. The owner electing to use the independent third-party inspection alternative shall secure a Roofing permit, obtained by a contractor licensed in the City & County of Denver, and submit inspection reports to the Chief Trades Inspector – Building Inspection Section of City’s Community Planning and Development Department within seven days of the final inspection. The independent third-party inspector or company shall be employed by the owner.

Inspection Reports. The independent third-party inspector or inspection company shall use [Denver’s Roofing Guidelines and Checklist](#) to inspect the roof and submit to the Building Inspection Section per the directions below after installation and inspections are completed, and any noted deficiencies have been rectified and approved by the inspecting company. A separate inspection report shall be submitted for each roofing permit. Provide the information below on the Denver Roofing Checklist form, which can be found at:

*Go to www.denvergov.org/CPD
Click “Construction Inspections”
Under related services, click “Upload building inspection documents”
Complete the fields and attach files accordingly*

1. Address of the building,
2. Permit number and date of issue of the roofing permit,
3. Date that the inspections were completed and approved,
4. Name and contact information for the inspectors and the independent third-party inspector / inspection company performing the inspections,
5. Printed / typed name and signature of the owner or authorized representative,
6. Name(s) and signature(s) of the independent third-party inspector and the inspection supervisor, and
7. Copy of the signed manufacturer’s warranty shall be attached to the report.
8. Verification that the roof has been installed in accordance with all code requirements. [Refer to Roofing Checklist](#) (format may vary, but all items must be verified at a minimum) and roof guidelines which shall be incorporated into the report.

END OF DOCUMENT