



City of Boulder Planning & Development Services

Architecture Inspections Frequently Asked Questions

June 2016

Q: Which permits will require Architecture Inspections?

A: Architecture Inspections will be required for permit applications received on or after June 6, 2016, for properties with discretionary approvals, such as Site Reviews, Non-conforming Use Reviews, Wireless Antennas, etc.) “By right” development will *not* require architecture inspections.

Q: Why is the city implementing this additional inspection process?

A: The Architecture Inspections are one element of the city’s [Design Excellence Initiative](#). The goal of this inspection process is to verify that projects being built with discretionary approvals meet the expected design outcomes in terms of building architecture, details and material quality.

Q: What will be inspected during the Architecture Inspection?

A: The Development Review Inspector will inspect each building based on the key architectural design elements, details and materials approved during the discretionary review process. The inspector may take photos, measurements and notes during the inspection to review with urban design staff and case managers post inspection.

Key inspection items may include:

- Building massing and fenestration to be evaluated against approved building elevations for design consistency
- Materials, finishes, patterns and colors to be reviewed for consistency with the approved materials sample boards. Requirements from Planning Board, Landmarks Board or Design Advisory Board will also be considered if specific elements were key to approval.
- Window types, stucco and bricks details, rain screen applications, and material transitions to be evaluated against details provided at Tec Doc and Building Permit.
- Details to be reviewed against the design intent of the approved plans may include window installation and shadow lines, balcony railings, fascia, and soffits visible from the public realm, screening of rooftop mechanical units, and wireless antenna visible from the public realm

Q: Can I get a Certificate of Occupancy or Temporary CO prior to passing an Architecture Inspection?

A: No. Consistent with other inspection types, a final inspection must be passed before any Certificate of Occupancy or Letter of Completion will be issued. That said, it is acknowledged that extenuating circumstances may arise. Should you have any questions or issues related to the timing or sequencing of a final inspection for a Certificate of Occupancy or a Letter of Complete, please contact staff directly.

Q: What happens if my building does not pass an Architecture Inspection?

A: The applicant is encouraged to communicate with their case manager early in the construction process if changes are anticipated during construction to understand if and how changes may affect the approval. If a building fails an inspection, a written notice of corrective action will be issued and a follow-up inspection will need to be scheduled.

Depending on the scope and type of deficiency there may be several options for compliance.

1) If the deficiency is a minor deviation from approved plans or is the result of unavoidable field conditions, constructability issues or other construction-specific concern, the applicant may be given the opportunity to submit an Administrative Review Application for a Minor Modification or Site Review Amendment to approve and document the deviation.

2) If the deficiency is a major design concern that conflicts with the discretionary approval (such as a material substitution of lesser quality, details that conflict with approved plans or omitted elements visible from the public realm) corrective action requiring removal and replacement may be required.

Q: What is the timing for scheduling Architecture Inspections?

A: Architecture inspection scheduling should coincide with “rough siding” and “final siding”.

Q: How do I schedule Architecture Inspections?

A: Please call 303-441-4428 and leave a detailed message including your permit number, contact name and phone number, whether you are requesting “rough” or “final” architecture, and a preferred date and time. Preferred dates and times are not guaranteed but will be accommodated if feasible. Please note that all Architecture Inspections have a 72-hour completion window.

Q: Who will be doing the Architecture Inspections?

A: Planning and Development Services has added a “Development Review Inspector” staff position. This position will be the primary contact for scheduling architecture inspections, performing requested rough and final inspections, and coordinating with Case Managers and Urban Design staff to identify the inspection criteria for each permit. You can read the New Staff and Building Inspection Process announcement [here](#).