



# Inspection Coordination & Scheduling

## Engineer Letters

Engineer inspections require an original signed and sealed inspection report submitted to the Building Division by email at [buildingpermits@broomfield.org](mailto:buildingpermits@broomfield.org) prior to rough/final inspections being scheduled.

## Scheduled Inspections

All inspection requests must be received by the Building Division before midnight (Monday through Friday) in order to be scheduled for the following business day. Next day inspections are not guaranteed. The schedule fills up fast so please plan accordingly to get your inspections when you need them. The time of the inspection cannot be prearranged or guaranteed, however, you may review the **Daily Inspection List** [HERE](#) on the day of your inspection. The list will refresh as the day goes on. If you need a more precise time frame, the phone number for your inspector is listed at the top of the **Daily Inspection List**.

Scheduled inspections **MUST BE READY** on the day requested, or a **RE-INSPECTION FEE** may be charged. The re-inspection fee must be paid before rescheduling the inspection. If you find that you will not be ready for a scheduled inspection please call the number below as soon as possible.

## To Schedule an Inspection: Please Call 303-438-6376, then Press “1”

To use the automated line you must have a permit number (numerics only) and a 3-digit code (numerics only). The permit number can be found on the top right hand corner of the permit card and begins with “BP”. The inspection codes can be found on the inspection card under “**required inspections**”. A list of Inspection Codes can also be found [HERE](#).

## To Cancel or Reschedule an Inspection: Please call 303-438-6370, then press “5”

Inspection Results and Correction Notices are available on our website at [www.broomfield.org/building](http://www.broomfield.org/building) under **Public Access** (Please do not create a sign in, Public Access does not require a sign in).