



# Scheduling Inspections

City of Black Hawk  
PO Box 68  
Black Hawk, CO 80422-068  
[www.cityofblackhawk.org](http://www.cityofblackhawk.org)

## **BUILDING OR ELECTRICAL INSPECTIONS - EMAIL: [planning-inspections@cityofblackhawk.org](mailto:planning-inspections@cityofblackhawk.org)**

The following information must be included in the **body of the email**, or the inspection cannot be scheduled.

- Permit number**
- Property address and location of work area**
- Specific type of inspection required**
- Contact name, telephone number and email address**
- Date you would like the inspection to occur**

Inspections are available Monday through Friday between the hours of 8am and 5pm. Your request must be **received by 4pm (no exceptions)** to schedule the inspection for the next business day.

## **LAND USE INSPECTIONS - E-MAIL: [COAC@cityofblackhawk.org](mailto:COAC@cityofblackhawk.org)**

The following information must be included in the **body of the email**, or the inspection cannot be scheduled.

- Permit number**
- Property address and location of work area**
- Specific type of inspection required**
- Contact name, telephone number and email address**
- Date you would like the inspection to occur**

Inspections are available Monday through Friday between the hours of 8am and 5pm. Please allow a minimum of **48 hours** to schedule an inspection for a Public Improvement.

## **PUBLIC IMPROVEMENT INSPECTIONS - E-MAIL: [publicimprovements@cityofblackhawk.org](mailto:publicimprovements@cityofblackhawk.org)**

The following information must be included in the **body of the email**, or the inspection cannot be scheduled.

- Permit number**
- Property address and location of work area**
- Specific type of inspection required**
- Contact name, telephone number and email address**
- Date you would like the inspection to occur**

Inspections are available Monday through Friday between the hours of 8am and 5pm. Please allow a minimum of **48 hours** to schedule an inspection for a Public Improvement.

## **FIRE DEPARTMENT INSPECTIONS:**

Fire Inspections are scheduled Tuesdays and Thursdays, upon availability. **To schedule a fire inspection, please contact the Fire Department directly at 303-582-2248.**

**FIRE INSPECTIONS:** Construction inspections conducted by the Fire Department include sprinkler and alarm inspections as well as those required with new construction and remodels. **Fire inspections shall be requested a minimum of 5 days in advance.** Requests received after 5:00 p.m. will be processed on the next business day.

## **CONVEYANCE PERMIT INSPECTIONS: E-MAIL: [Holtru@comcast.net](mailto:Holtru@comcast.net)**

The following information must be included in the **body of the email**, or the inspection cannot be scheduled.

- Conveyance number**
- Property address and location of work area**
- Specific type of inspection required**
- Contact name, telephone number and email address**
- Date you would like the inspection to occur**

Inspections are available Monday through Wednesday, between the hours of 8am and 5pm.

**IT IS THE APPLICANTS RESPONSIBILITY TO EMAIL A COPY OF THE COMPLETED INSPECTION CARD BACK TO THE APPROPRIATE EMAIL AFTER THE FINAL INSPECTION IS COMPELTE. A FEE, IN ACCORDANCE WITH THE CURRENT BLACK HAWK FEE SCHEDULE, WILL BE ASSESSED FOR FAILURE TO RETURN THE COMPLETED INSPECTION CARD.**

### **INSEPTIONS WILL NOT BE PERFORMED ON THE FOLLOWING CITY HOLIDAYS:**

New Year's Day	Labor Day	Day after Thanksgiving
Martin Luther King Jr. Day	Columbus Day or Indigenous People's Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	New Year's Eve