

SCHEDULE NO. 05

BUILDING AND STRUCTURE RECORDS

General Description: Records relating to the building permit and inspection functions.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy. <Amended 5/14>*

05.010 ADDRESS HISTORY FILES

Records maintained by some municipalities as address history files to provide a chronological record and running history of building-related activities for each address.

Retention: Permanent

05.020 APPLICATIONS FOR BUILDING PERMITS

Applications for the erection of new structures or modifications to existing structures.

A. Applications for Building Permits Issued

Retention: 180 days after completion

B. Applications for Building Permits Not Issued

Retention: 180 days after application

05.030 BUILDING AND DEMOLITION PERMITS

Permits issued for construction-related activities (such as new construction, remodeling, renovation, installation of plumbing, electrical or mechanical equipment, demolition, etc.).

Retention: 10 years after revocation or demolition, *except* retain permits for structures with historic designations permanently

05.040 BUILDING REVIEW BOARD CASE FILES

Records pertaining to cases or appeals heard by the Fire Code Board of Appeals, Building Board of Adjustment, Building Board of Appeals or other boards with review and/or decision-making authority regarding code compliance, alternate building materials, methods of construction, building code violations or similar matters.

Retention: 20 years

05.050 CERTIFICATES OF OCCUPANCY

Documents issued after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.

Retention: Until a new certificate of occupancy is issued, OR 10 years after demolition, *except* retain permanently for structures with historic designations

05.060 CONSTRUCTION DRAWINGS AND PLANS

Blueprints and specifications submitted as supporting documentation for a building permit.

A. Nonresidential

1. Approved

Drawings, plans (final or as-built) or specifications for a nonresidential building permit for public buildings, or commercial or industrial structures.

Retention: 10 years after demolition, *except* retain permanently for structures with historic designations

2. Not Approved

Unapproved drawings, plans or specifications submitted for a nonresidential building permit.

Retention: 2 years from date of denial

B. Residential

1. Approved

Drawings, plans (final or as-built) or specifications for a residential building permit. Note: Under Section 202 of the International Building Code (IBC), "residential" includes hotels and apartments.

Retention: 180 days after completion or as directed by the building code adopted by reference

2. Not Approved

Unapproved drawings, plans (final or as-built) or specifications for a residential building permit.

Retention: 180 days after submitted or as directed by the building code adopted by reference

05.070 INSPECTION RECORDS

A. Building and Structure Inspection Reports

Records of final on-site inspections done to determine compliance with building, electrical, fire, plumbing, mechanical or other requirements and building standards; also includes other inspection reports, such as inlet inspections, proof roll inspections, etc.

Retention: 10 years after demolition [CRS 13-80-102, CRS 13-80-104]

B. Soil Condition Reports

Records of inspections of soil conditions, including nature, distribution and supporting ability of soils and rocks on building sites prior to issuance of building permits or approval of development proposals.

Retention: 20 years

C. Trailer/Mobile Home Inspection Reports

Records of inspections of mobile home installations, anchoring, utility connections, etc.

Retention: 2 years

D. Unsafe Buildings

Documentation of complaints, inspections, notifications, corrective actions, closure and boarding, demolition and related actions relating to buildings and structures determined to be unsafe.

Retention: 5 years after final action

05.080 REGISTERS AND LEDGERS – BUILDING PERMITS

Record books, ledgers or computer printouts listing issued building permits.

Retention: 3 years, *except* retain permanently if the register or ledger is older than 1920

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Building permit fee collection – 30.020, Accounts Receivable (A/R) Records
- Codes adopted by reference – 40.070.A, Codes Adopted by Reference
- Communication tower permits – 75.020.F, Permits Issued by the Municipality in General
- Contractor’s licenses – 75.020.B, Contractor’s Licenses/Registrations
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fence permits – 75.020.F, Permits Issued by the Municipality in General
- Gas and oil drilling structures – 75.020.F, Permits Issued by the Municipality in General
- Landmark designations – 50.040, Landmark and Historic Designation
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Sign, banner and billboard permits – 75.020.F, Permits Issued by the Municipality in General