

SCHEDULING INSPECTION INSTRUCTIONS

BUILDING-MECHANICAL-ELECTRICAL-PLUMBING INSPECTIONS:

Schedule inspections through the online portal, [CommunityCore](#)

If you do not have access, please contact, cpdinquiry@cityofblackhawk.org

Building inspections are performed Monday through Friday, 9 am - 4 pm, when scheduled **24 business hours in advance** through [CommunityCore](#). Inspection requests must be received by 3 pm. Requests received after 3 pm will be logged the next business day.

LAND USE INSPECTIONS:

Schedule inspections through the online portal, [CommunityCore](#)

If you do not have access, please contact, cpdinquiry@cityofblackhawk.org

Certificate of Architectural Compatibility (COAC) inspections are performed Monday through Friday, 9 am - 3 pm, and must be scheduled at least **48 business hours** in advance through the CommunityCore portal.

CONVEYANCE INSPECTIONS:

Annual Testing and Inspections, conveyance@cityofblackhawk.org

Permit Inspections Schedule through the online portal, [CommunityCore](#)

If you do not have access, please contact, cpdinquiry@cityofblackhawk.org

Conveyance inspections are performed Monday through Thursday, 7 am - 4 pm, and must be scheduled **48 business hours** in advance.

CONVEYANCE ACCIDENT REPORTING EMAIL: ConveyanceIncidents@cityofblackhawk.org

FIRE DEPARTMENT INSPECTIONS:

Schedule inspections through the online portal, [CommunityCore](#)

If you do not have access, please contact 303-582-2248 or email

fireinspection@cityofblackhawk.org

Inspections are scheduled Monday through Thursday based on availability and must be scheduled at **least 72 business hours in advance.**

PUBLIC IMPROVEMENT INSPECTIONS: - Email publicimprovements@cityofblackhawk.org

Provide the following information in the email (no exceptions).

Permit number

Property address and location of work area

Specific type of inspection required

Contact name, telephone number, email address

Requested inspection date

Public Improvement inspections are performed Monday through Thursday, 9 am - 4 pm, and must be scheduled at least **48 business hours** in advance.

BLACK HAWK/CENTRAL CITY SANITATION DISTRICT: - Lynn Hillary, Lynn@BHCCSD.com
CALL 303-582-3422

GILPIN COUNTY PUBLIC HEALTH: - Alisa Witt, awitt@gilpincounty.org CALL 303-582-5803

NO INSPECTIONS ARE PERFORMED ON CITY OR CONSULTANT HOLIDAYS. PLEASE REFERENCE THE CP&D WEBSITE FOR A COMPLETE LIST.

****A Certificate of Occupancy or Certificate of Completion is ONLY ISSUED ONCE ALL City Departments and Outside Agencies complete and pass their final inspections****