

Board/Commission Building Committee

Regular Meeting Day and Time Second Wednesday of each month – 9:00 a.m.

Approximate number of meetings per month One Scheduled

Approximate number of hours involved in service by  
members per month, Three or Four

Detailed list of duties (please list specific duties):

Review applications for building contractor licenses.

Interpret Uniform Building Code and grant minor variances.

Review new codes and amendments from time to time – new editions about every three years.

Usually have a substantial agenda.

## CHAPTER 16 BUILDING

## ARTICLE 1 ADMINISTRATION

## PART 4 BOARD OF REVIEW

## SECTION:

- 16-1-401: Board of Review Established  
 16-1-402: General Authority and Responsibility of Board  
 16-1-403: Advisory Committees; Purpose  
 16-1-404: Advisory Committees, Composition, and Functions  
 16-1-405: Board and Committees, Appointments, Organization and Meetings  
 16-1-406: Liability of Members

16-1-401: **BOARD OF REVIEW ESTABLISHED:**  
 In order to carry out and accomplish the provisions and objectives of the Building Code, there is hereby created a board to be known as the Board of Review.

Said Board of Review shall be composed of five (5) members, said members to serve for terms of three (3) years. The membership of the Board shall include the following:

- Registered engineer (structural, electrical, and mechanical)
  - Architect
  - Building contractor A or B (commercial work)
  - Building contractor A, B or C (home builder)
  - Citizen at large experienced in building construction.
- (Ord. 84-282)

16-1-402: **GENERAL AUTHORITY AND RESPONSIBILITY OF BOARD:**

- A. The Board of Review shall have the authority to propose rules and regulations and standards as may be necessary to accomplish the purposes and objectives of the Building Code. All said rules, regulations, and standards as may be proposed for adoption by the Board of Review shall be subject to final approval of the appropriate legislative body of the City and the County. All rules and regulations, upon adoption shall be reduced to writing and kept available for public inspection in the office of the Regional Building Official and the City Clerk.

- B. The Board of Review shall be the duly authorized authority for granting and for revoking all licenses provided for in the Building Code.
- C. The Board of Review shall be charged with the responsibility of reasonable interpretation of all codes adopted by the City and the County of El Paso which are administered by the Regional Building Department. The Board of Review may make minor variances from the provisions of said codes, so long as said minor variances when granted are consistent with the intent of the said codes and the standards therein specified relating to quality, design of materials and construction. (Ord. 84-282)

16-1-403: **ADVISORY COMMITTEES;**  
**PURPOSE:** Advisory committees shall be established as advisory to the Board of Review. These committees shall review all appeals with power to interpret and grant minor variances from the Building Code and shall examine all applicants and attest as to their fitness and qualifications for licenses. (Ord. 84-282)

16-1-404: **ADVISORY COMMITTEES;**  
**COMPOSITION AND FUNCTIONS:**

- A. Building Committee. The Building Committee shall be primarily responsible for testing and reviewing all applicants for licenses and the performance of work required under the Building Code, the Sign Code, and the Safety Code for Elevators. The Building Committee shall be composed of:

- Registered engineer (structural)
- Architect
- Building contractor A or B (commercial work)
- Building contractor A, B, or C (home builder)
- Building contractor D or subcontractor
- Citizen at large – experienced in the building industry
- Banker

B. Electrical Committee. The Electrical Committee shall be primarily responsible for testing and reviewing all applicants for registration and the performance of work done under the Electrical Code. The Electrical Committee shall be composed of:

- Registered engineer (Electrical)
- Architect
- Electrical contractor with a Colorado State License
- Building contractor A or B (commercial work)
- Building contractor A, B or C (home builder)
- Journeyman electrician with a Colorado State License
- Citizen at large – experienced in the electric industry

C. Mechanical Committee. The Mechanical Committee shall be primarily responsible for any testing for licensing under the Mechanical Codes and review of applicants for registration under the Plumbing Codes and the performance of work under both Codes. The Mechanical Committee shall be composed of:

- Registered engineer(mechanical)
  - Architect
  - Building contractor A, B, or C (home Builder)
  - Licensed heating contractor A
  - Colorado State licensed master plumber
  - Licensed heating contractor B
  - Colorado State licensed journeyman plumber.
- (Ord. 84-282; Ord. 87-227)

D. Board or Committee members shall be dropped from the Board of Committee for failure to attend at least sixty percent (60%) of the scheduled meetings in any twelve (12) month period. (Ord. 84-282)

16-1-406: **LIABILITY OF MEMBERS:** Any members of the Board, and any members of the Committees provided for herein, acting in good faith and without malice for the City or the County of El Paso in the discharge of their duties shall not thereby render themselves personally liable. Said members are hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required, or by reasons of any act or omission related to the discharge of their duties. Any suit brought against a member or members of the Board of Committees, as provided for herein, because of such act or commission performed by them in the discharge of their duties, shall be defended by the City or the County of El Paso according to the location of the property which is the subject of the act or omission which resulted in the suit, until final termination of the proceedings. (Ord. 84-282)

16-1-405: **BOARD AND COMMITTEES;  
APPOINTMENTS, ORGANIZATION  
AND MEETINGS:**

- A. The Board and Advisory Committees shall be appointed by the Board of County Commissioners of the County of El Paso in conjunction with the City Council, acting as individual bodies, but in agreement. Terms of service shall be three (3) years.
- B. The Board, or each Committee, as its first official act in each year, shall elect a chairman and vice chairman.
- C. Minutes will be maintained of all meetings and be made a permanent public record. To constitute a quorum, at least a majority to the entire membership of the Board of Committee shall be present. The Board, or Committee, shall meet as necessary for the conduct of business.



