

Residential Building Permit Requirements Water Softener Installation

Important notes about building permit request submissions

- All permit applications must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Please include the following:
 1. List the site address on all documents and plans.
 2. Include the owner's name on all documents.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

General guidelines

1. This permit is being issued for the installation of a new water softener in an unfinished basement area.
2. A GFCI-protected receptacle is required for the installation of a water softener. If this does currently not exist, a separate electrical permit will be required.
3. Any plumbing work that interconnects with potable water must be performed by a Colorado licensed plumbing contractor. Their contact and license information must be provided and be available during the inspection process.
4. The manufacturer's instructions and guidelines, the 2021 International Residential Code (IRC) and 2021 International Plumbing Code (IPC), and the revised Colorado State Plumbing Board requirements must be followed to install the water softener.

5. The softener discharge line must be installed at an approved location, as per the adopted code and the manufacturer's installation instructions, with a code-compliant air gap.
6. Verification of installer and contractor certification and compliance with Colorado State Plumbing Board requirements for all water conditioning installers and companies will be required. An Arapahoe County license is required.
 - a. A summary of the Board rule changes is included for reference on page 2, and a link to the specific rules can be found on the state [website](#).

Required documents

Attach the following to the online application:

1. The manufacturer's instructions for the water softener.
2. A description of the location where the water softener will be installed and the location of the GFCI-protected receptacle that will be used by the water softener.

Important additional requirements for a successful inspection

- Download, print and have the following documents ready for the inspector from the [Customer Access](#) portal:
 - A color copy of all final stamped permit documents (i.e., all the ones reviewed and approved – these documents are found in the Customer Access portal and will have the file name marked as "FINAL").
 - A copy of the review comments.
- If any plumbing work is done to interconnect with potable water, the contact and license information of the Colorado licensed plumbing contractor that has performed the work must be available during the inspection.
- The manufacturer's installation instructions must be provided onsite for the inspector's use.
- Do not conceal any system component prior to inspection.

Verification of installer and contractor compliance requirements when installing a water softener

Please ensure to abide by the following Colorado State Plumbing Board requirements:

- Water Conditioning Installer
 - Allowed to plan, layout, and install water conditioning appliances in one-, two-, three-, and four-family dwellings, extending not more than two stores aboveground.
 - In order to qualify for this registration, an applicant must possess and maintain an active Certified Installer (CI) certification from the Water Quality Association, or an equivalent certification as approved by the Plumbing Board.

- Water Conditioning Principal
 - Allowed to do the same as a Water Conditioning Installer, but also includes responsibility for supervision of such work.
 - In order to qualify for this registration, an applicant must possess and maintain an active Certified Installer (CI) certification and an active Certified Water Specialist (CWS) or Master Water Specialist (MWS) certification from the Water Quality Association or equivalent certification(s) as approved by the Plumbing Board.

- Water Conditioning Contractor
 - Undertakes or offers to undertake for another the planning, laying out, supervising, installing, or making of additions, alterations, or repairs in the installation of water conditioning appliances in one-, two-, three-, and four-family dwellings, extending not more than two stories aboveground.
 - A permit and inspections will be required for all water conditioning installations and can be obtained by the Water Conditioning Contractor.
 - A Water Conditioning Contractor must employ a full-time water conditioning principal.

- Licensed plumbers are still allowed to perform water conditioning installations.