

HOW TO REQUEST AN INSPECTION ONLINE

VIA THE BUILDING ACCESS PORTAL

The Town of Breckenridge uses an Access Portal for all inspection requests, as well as making payments and applying for certain permits. [Click here to access the portal.](#) The link to the portal is also available in several places on the Town of Breckenridge website (in the Building Department section).

- Log into the access portal. If you're a new user, you'll have to register for an account. Be sure to register with the same email address we have on file, so it will automatically link all your permits to your new account. (If you need to register with a different email address you can, just call us after registering so we can link the account.)
- On your Dashboard, 1) click "View My Permits" then 2) click the proper permit from the list of your permits:



My Permits



[View My Permits](#)

My Work

MY INVOICES MY PERMITS REQUEST INSPECTIONS

Permit Number	Project	Address	Permit Type	Status	State
B2024-0294		150 Ski Hill RD Breckenrid...	Hot Tub - Residential	Issued	Active, Recent
M2024-0134		1095 Airport RD Breckenrid...	Mechanical - HVAC	Finalized	Recent
E2024-0183		150 Ski Hill RD Breckenrid...	Electrical - Commercial	Finalized	Recent
B2024-0293		150 Ski Hill RD Breckenrid...	Hot Tub - Residential	Issued	Active, Attention, Recent (Unpaid Fees)

- On the Permit screen, click the button that says “Inspections”:

Permit Number: B2024-0294

Add to Cart



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Hot Tub - Residential	Status:	Issued	Project Name:	
IVR Number:	119292	Applied Date:	08/15/2024	Issue Date:	09/05/2024
District:	Deed Restricted	Assigned To:		Expire Date:	03/04/2025
		Valuation:	\$2,000.00	Finalized Date:	
Description:	Test hot tub				



- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

Progress

33% Completed

- Completed
- In Progress
- Not Started

Workflow

- Hot Tub Review - Passed : 09/05/2024
- Issue Building Permit - Passed : 09/05/2024
- Application Completeness Check
- 54 Final Electrical -
- 26 Final Building -

Available Actions

- Request Inspection (54 Final Electrical)
- Request Inspection (26 Final Building)

- A list of available inspections is displayed. Check the box next to the inspection(s) that you want to request, then click “Request Inspection”:

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections

Sort Order

Description	Reinspection	Action
54 Final Electrical	No	<input type="checkbox"/>
26 Final Building	No	<input checked="" type="checkbox"/>

Results per page 10 1 - 2 of 2



Request Inspection

- On the next screen, click the button that looks like a calendar and choose the day you would like the inspection. Inspections for the next business day may be requested up to 11pm the night before. Any days that the Building Department is closed (weekends, holidays, etc.) will be gray and will not allow you to choose them.

1 #B2024-0294

Inspection Type: 26 Final Building Case Type: Hot Tub - Residential

Address: 150 Ski Hill RD Breckenridge, CO 80424

* Requested Date: 09/06/2024 

Comments/Gate Code:

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

Today Clear Close

Submit



- If you need to add any comments for the inspector, such as an access code, those can be added in the “Comments/Gate Code” box. When ready, click “Submit”:

1 #B2024-0294

Inspection Type: 26 Final Building Case Type: Hot Tub - Residential

Address: 150 Ski Hill RD Breckenridge, CO 80424

* Requested Date: 09/06/2024 

Comments/Gate Code:

Submit



- Your inspection has been requested! You'll see the message below with a green check mark if the scheduling was successful:

1 Case #B2024-0294

Inspection Type: 26 Final Building

Case Type: Hot Tub - Residential

Address: 150 Ski Hill RD Breckenridge, CO 80424

Requested Date 09/06/2024

Comments/Gate Code



GENERAL INFORMATION ABOUT INSPECTIONS

- Inspections for the next business day may be requested up to 11pm the night before.
- We can only honor time requests for concrete pours. There is not a daily time schedule for other inspections. Each morning the inspectors schedule their day based on different factors, but if you call the office at 8am on the day of your inspection, you can usually talk to the inspector to get an idea of their timing for the day.
- As of September 30, 2024, the Town of Breckenridge will no longer have an automated phone line for inspection requests. The online system through your Access Portal must be used.

Questions? Give us a call at 970-453-3180 or email us at building@townofbreckenridge.com. Business hours are Monday-Thursday from 8am-5pm, and Fridays from 8am-12pm.

Town of Breckenridge Building Department
150 Ski Hill Rd. (Breckenridge Town Hall, second floor)
Breckenridge, CO 80424