



75 South Frontage Road West  
Vail, Colorado 81657  
vailgov.com

Community Development Department  
970.479.2138

## **CONTRACTOR DISCIPLINARY POLICY**

Revised: 01/2019

### **Policy Statement**

Pursuant to Title 4, Chapter 7 of the Town of Vail Code, all contractors shall be properly registered with the town in order to perform work within town limits. Failure to comply with Title 4, Chapter 7 of the Town of Vail Code is a violation and may result in disciplinary actions. Furthermore, any action as specified in Title 4, Chapter 7, Section 10 may also result in disciplinary action.

### **Departments Affected**

Community Development  
Fire Department  
Public Works  
Finance

### **Purpose**

This policy establishes and details the procedures to effectively administer and enforce contractor discipline when found in violation.

### **Procedures**

#### Determination of Violation(s)

- Violations, as outlined within 4-7-10(A) of the Town of Vail Code, discovered through investigation by the Chief Building Official or representative, will be dealt with as follows:
  - All permits associated with the contractor in violation shall be LOCKED in the permit tracking system and a Stop Work Order shall be issued.
  - Upon receipt of the notification, the contractor shall respond within three (3) business days by requesting a meeting with the Chief Building Official. This meeting will detail the violation(s) found, the steps to resolve the issue(s), and any actions that will be taken by the Town of Vail.
  - If no response is received from the contractor in violation, the contractor is subject to penalties as prescribed by law.

#### Disciplinary Action(s)

- Pursuant to 4-7-10(B-E), the Chief Building Official shall make a determination of penalty to be applied. Penalties that may be applied are as follows:

- Waive any penalty, for good cause shown.
- Issue a warning.
- Revoke or suspend the contractor's registration with the town for whatever time is deemed reasonable.
- Nullify any/all permits associated with contractor.
- The Chief Building Official shall render the decision to the contractor via certified mail. The letter shall contain the details of the action taken, reasoning for the action, and information on how to appeal the decision pursuant to 4-7-11 of the Town of Vail code.
- If the decision to revoke or suspend the contractor's registration is made, a copy of the judgment shall be sent to all property owners whose projects have been affected.

#### Disciplinary Action(s) Resolved

- Upon completion of the revocation/suspension period, successful appeal of the decision by the Building and Fire Board of Appeals, or when penalties are waived by the Chief Building Official, a letter shall be sent to the contractor and any owners whose projects may have been affected. The letter shall indicate that the issue(s) have been resolved and the penalty is hereby lifted.
- Any LOCK placed on permits associated with the contractor within the permit tracking system shall be released.

All correspondence relating to contractor disciplinary actions that are associated with building permits shall be uploaded and stored in the corresponding permit file within the electronic permitting software system.