

Sign Plans in Colorado Springs Jurisdiction

Pikes Peak Regional Building Department
2880 International Cir, Colorado Springs, CO 80910
(719) 327-2880
www.pprbd.org

Sept. 2014

For signs within Colorado Springs, you have the option to do everything related to the application, plan and permit online. You can submit PDF copies of the application and plan images online at www.pprbd.org and the sign plan will be reviewed electronically. If you need to make corrections prior to permit, those can also be submitted online. Once approved, you can get the permits online, including issuing multiple separate permits from the same approved plan when needed.

Getting Started:

<http://www.pprbd.org/plancheck/ElectronicPlanReview.pdf>

To get started, see the above link. This explains setting up a free web account, getting logged on with your contractor account, and uploading a sign plan. The Getting Started document explains the process of getting plans reviewed electronically, and isn't specific to sign plans. The same basic process is used for new homes and Basement Finishes. This document includes additional help specific to signs. Please refer to the Getting Started document for more general help not included in this document.

Creating a Sign Plan:

If you have a current sign license with PPRBD, Sign plans will be one of the available types when going to add a New Electronic Plan. If this is the only type of license you have, Sign Plan will be auto-selected when you go to this page.

- Your contact information is pre-filled based on your user profile.
- Answer Yes/No whether there are any Freestanding or Low Profile signs included in this plan. This information is used to route the plan to the correct plan departments for review.
- Optionally specify a detailed project description. (It will default to "Sign").
- If there is anything unusual you want to draw to the attention of the reviewer, you can enter a comment for them. This is especially advised if you are resubmitting after the plan has already been approved, so you can explain what change you're making.
- Enter a Colorado Springs address. The Owner, Phone and Parcel will be auto-filled if possible. You can override with updated information if needed.
- Enter the Valuation.
- Click Save to create an Electronic Plan record.

The screenshot shows a web browser window with the URL <https://www.pprbd.org/> and the page title "PPRBD: Electronic Plan". The form contains the following fields and options:

- Type of Submittal:** Plan Tracking
- New/Remodel:** New Commercial (dropdown)
- Type of Plan:** Sign (dropdown)
- Status:** New Plan for Plan Tracking
- Does this project include Freestanding or Monument signs?** Yes No
- Does this project include Low Profile signs?** Yes No
- Contact:** [text input] *
- Phone:** [text input] *
- Email:** [text input] *
- (Separate multiples by ;)**
- YES. Send me an email at my contact address for Plan Review events.
- Project:** Sign (text input)
- Comment to Reviewer (OPTIONAL):** [text area]
- Project Address: ***
- Allowable Jurisdictions:** COLORADO SPRINGS
- Address:** 2880 [dropdown] INTERNATIONAL [dropdown] CIR [dropdown] [dropdown] COLORADO SPRINGS [dropdown] 80910
- Dir:** [dropdown]
- Street Name:** [dropdown]
- Type:** [dropdown]
- Suite:** [dropdown]
- City:** [dropdown]
- Zip Code:** [dropdown]
- [Clear](#)
- Select Owner-** [dropdown] **Owner:** EL PASO COUNTY FACILITI **Owner Ph:** (719) 327-2880
- Parcel:** 6416303006
- Valuation:** [text input]
- Save** button

After Saving:

Once you've saved above, you will be assigned an Electronic Plan #, the status will show "Incomplete" which means it hasn't been submitted for review yet, and a menu and table for the plan images will appear at the bottom of the page.

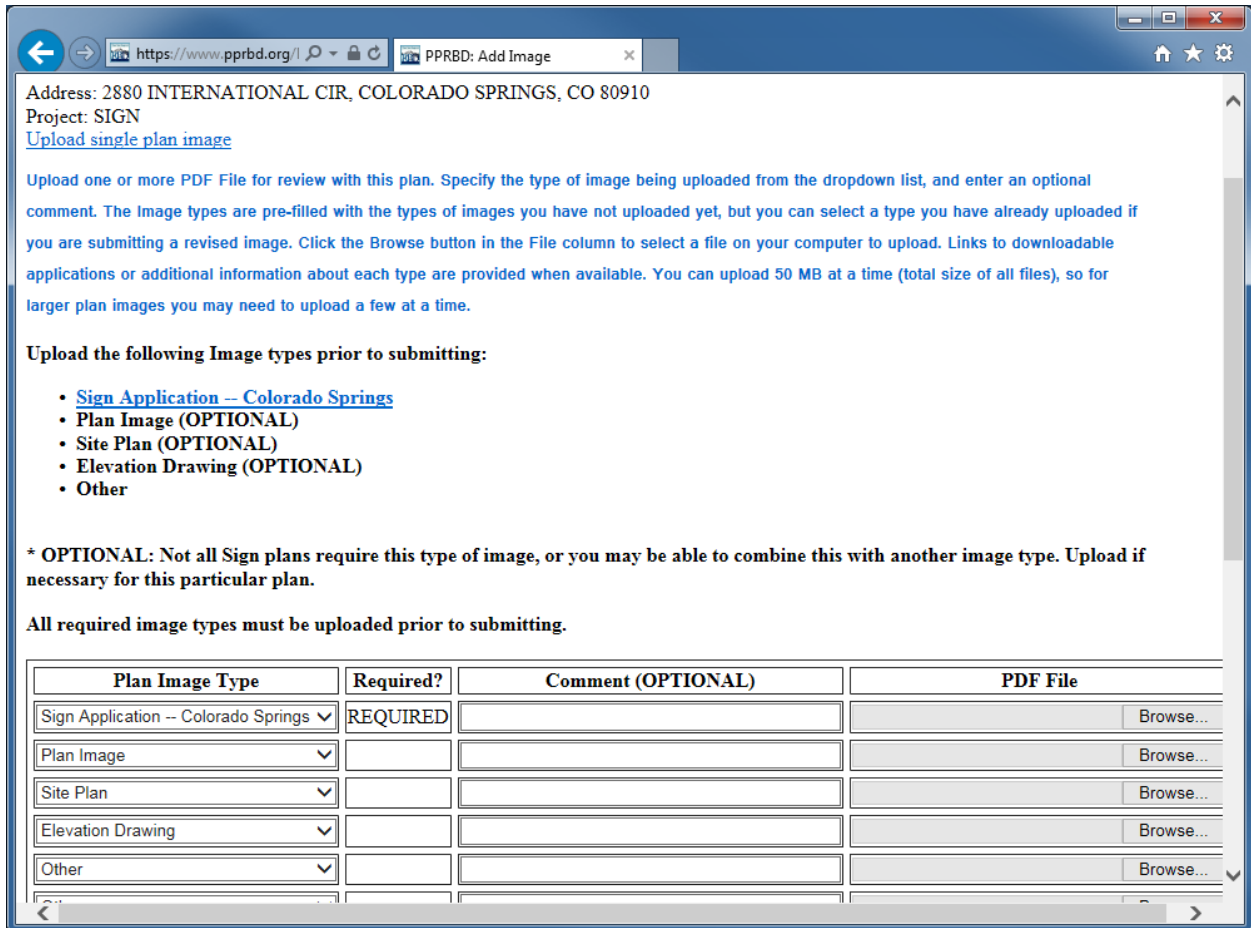
The screenshot shows a web browser window with the URL <https://www.pprbd.org> and a tab titled "PPRBD: EPlan #3616". The form contains the following elements:

- New/Remodel:** New Commercial (dropdown)
- Type of Plan:** Sign (dropdown)
- Status:** Incomplete (Not submitted for review yet)
- Add Plan Images to be reviewed (see table below)**
(Click the Update Plan button below to save changes)
Submit Plan (button)
- Does this project include Freestanding or Monument signs?** Yes No
- Does this project include Low Profile signs?** Yes No
- Contact:** My Contact Name (text input)
- Phone:** (719) 555-5555 (text input)
- Email:** myemail@myserver.com (text input)
(Separate multiples by :)
- YES. Send me an email at my contact address for Plan Review events.
- Plan #:** (text input)
- Project:** SIGN (text input)
- Comment to Reviewer (OPTIONAL):** (text area)
- Project Address:**
Allowable Jurisdictions: COLORADO SPRINGS (text input)
2880 (text input) INTERNATIONAL (dropdown) CIR (dropdown) (text input) COLORADO SPRINGS (dropdown) 80910 (text input)
Address Dir Street Name Type Suite City Zip Code
[Clear](#)
- Select Owner-** (dropdown) **Owner:** EL PASO COUNTY FACILITI (text input) **Owner Ph:** (719) 327-2880 (text input)
- Parcel:** 6416303006 (text input)
- Valuation:** 45000 (text input)
- Update Plan** (button)
- Buttons:** Add Images, Add Single Image, Edit Comment, Delete Image, View Image
- Table:**

Type	Status	Comment	Locked?	Date
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Adding Plan Images:

- Click the Add Images menu to select PDF files on your computer to upload to this Electronic Plan.
- You will be prompted for the types of documents you can upload, and provided links to additional information or downloadable forms when available.
- Select each PDF file you want to upload and scroll to the bottom of the page to click the Upload Files button.
- If you are on a slow connection or are getting errors when uploading the images all at once, you can try uploading them one at a time with the Add Single Image option. (This will generally not be a problem for sign applications, since the files sizes tend to be small. Contractors that submit larger plans will sometimes need this.)



Submitting the Plan for Review:

No one will start reviewing the plan until you submit it. This allows you to upload some plan images now and return to the plan to upload additional images, if you don't have all the documents ready. When all required information has been entered, and all required images have been uploaded, a green Submit Plan button will appear. (If not all information is specified, the page will show a message about what is missing in this area instead.) Click the Submit Plan button to request the review to start. Fees are not collected until the permit is issued.

The screenshot shows a web browser window with the URL <https://www.pprbd.org/> and a tab titled "PPRBD: EPlan #3616". The page content is as follows:

Status: Incomplete (Not submitted for review yet)

Submit this plan for review.

Does this project include Freestanding or Monument signs? Yes No

Does this project include Low Profile signs? Yes No

Contact:

Phone:

Email:
(Separate multiples by ;)

YES. Send me an email at my contact address for Plan Review events.

Plan #:

Project:

Comment to Reviewer (OPTIONAL):

Project Address:
Allowable Jurisdictions:

Address Dir Street Name Type Suite City Zip Code
[Clear](#)

Owner: Owner Ph:

Parcel:

Valuation:

Type	Status	Comment	Locked?	Date
Sign Application -- Colorado Springs	Uploaded			9/22/2014 5:38 PM
Plan Image	Uploaded	V1 9/22/2014 5:38 PM:		9/22/2014 5:38 PM

If a valid sign application has been submitted, this electronic plan will be assigned a plan tracking number and the review will begin. Otherwise, it will be returned to you along with an email explaining what was missing. The Plan tracking number can be used to lookup the review status of any plan, whether electronic or paper.

Disapprovals/Resubmittals:

You will get notification emails as the plan is reviewed, including an email if the plan is disapproved that instructs you to return to the Electronic plan online for more information. If any individual plan images have been disapproved, they will be closed to additional review and you will need to upload a corrected version prior to resubmitting. Check the markup and comments in the disapproved "Review Set" image that has been added to your plan, as well as the comments associated with the plan tracking record (you can click the "Plan #" link to jump to that page). Currently, a full corrected document needs to be uploaded on a resubmittal, not just a corrected page. Note that the status has been reset to Incomplete. When the plan is in this status, you can correct information and upload additional or corrected plan images. When ready, click the green Submit Plan button to resubmit the plan.

Status: **Incomplete (Upload additional images and resubmit)**

Submit this plan for review.
Submit Plan

Does this project include Freestanding or Monument signs? Yes No

Does this project include Low Profile signs? Yes No

Contact:

Phone:

Email:
(Separate multiples by ;)

YES. Send me an email at my contact address for Plan Review events.

Plan #: **Disapproved**

Project:

Comment to Reviewer (OPTIONAL):

Project Address:
Allowable Jurisdictions:
2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910

Owner: Owner Ph:

Parcel:

Valuation:

Update Plan

Add Images Add Single Image Edit Comment Delete Image View Image

Type	Status	Comment	Locked?	Date
Plan Label	Open Review	C77931		9/22/2014 5:49 PM
Sign Application -- Colorado Springs	Open Review			9/22/2014 5:48 PM
Plan Image	Closed	V1 9/22/2014 5:38 PM:		9/22/2014 5:51 PM
Review Set	Disapproved			9/22/2014 5:51 PM

Approved Plan/Getting the Permit(s):

After all required departments have approved the plan, we will generate the final combined/approved plan image, and approve it for permit. Signs that were approved electronically can be issued online, over the phone or in person. Signs that were approved on paper can only be issued in person, because we will need to review and scan the approved paper plan at that time. Freestanding and Low Profile signs are assigned separate addresses from the main structure, while other types of signs can have the same address as the main structure. After the plan is approved, you will have one or more permits that can be issued. These can be issued either from the Electronic Plan details page (see below) or from the New Permit page (see next screen capture).

On the Electronic Plan Details page, click the row of the permit you want to issue first and click the green Issue Permit button. This page will know if the permit has already been issued, or is in the Checkout queue.

Submission:

New/Remodel:

Type of Plan:

Status: Approved for Permit

This approved plan will be split into multiple permits. They can be purchased all at once, or individually. Select a row below and click the Issue Permit button to get started. Return to this page (or the New Permit page) to add each approved sign project in this plan. Zoning fees will be added to the first permit. You may need to scroll down on the permit page to see the prompt to confirm the sign details.

[Issue Permit](#)

Permit	Address	Project	Value
	2881 INTERNATIONAL CIR	FREE STANDING SIGN	0
	2880 INTERNATIONAL CIR	WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED	0
	2030 AIRPORT RD	LOW PROFILE SIGN ILLUMINATED	0

Does this project include Freestanding or Monument signs? Yes No

Alternately, you can go straight to New Permit on the Permits menu. If you select Sign and “From Approved Plan” you will have the same list of approved signs to choose from in the dropdown list. If you return to this page after adding a permit to your Checkout queue, only the sign permits not yet issued or in the Checkout queue will still appear in the dropdown list.

Purchase a Permit

Permit Fee will automatically recalculate if quantities entered below affect the fee!

Clear Permits Plans Home Log Off [Contact Support](#)

[Help/FAQ: New Permit](#)

Enter basic information about the permit, including Department and Total Valuation. (Hit Tab or Enter after entering the Valuation to continue.) You will be prompted for additional information if necessary. [Submit](#)

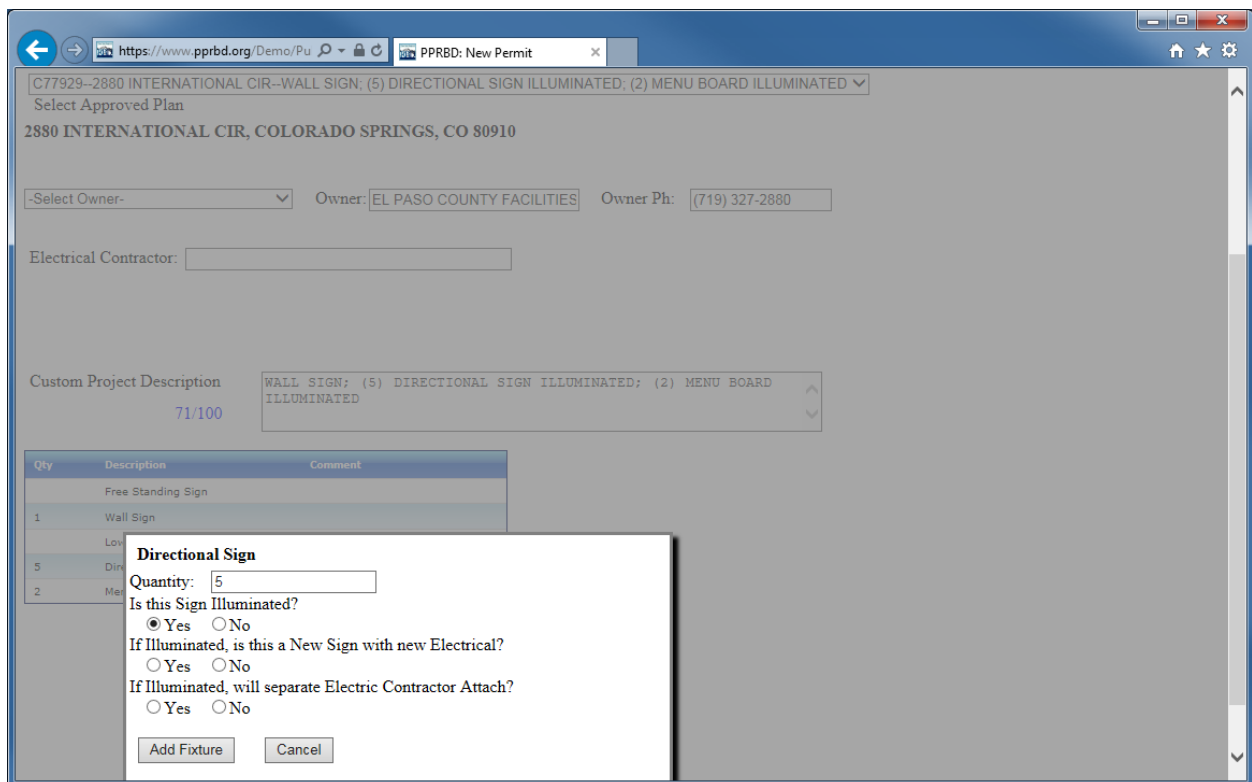
Sign Total Valuation

-Approved Plan-
C77929--2881 INTERNATIONAL CIR--FREE STANDING SIGN
C77929--2880 INTERNATIONAL CIR--WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED
C77929--2030 AIRPORT RD--LOW PROFILE SIGN ILLUMINATED

New Permit form:

Either of the above methods will take you to the same place, where you confirm the approved sign details to get the permit. The address, quantity and type of signs are pre-filled in. You will need to answer questions about whether this is new or existing electrical and whether an electrical contractor will attach, as well as confirming the valuation. (If the sign is not illuminated, the answer is No to all three questions.) You may need to scroll down the page to see the sign questions. Click Submit when ready to add this to your Permit Checkout Queue. Return to the Electronic Plan Details or New Permit page if necessary, to issue additional permits from this plan.

At the time the permit is issued, you are allowed to update the owner, phone and valuation. Other information from the approved sign plan cannot be changed at this point when issuing online, including the permit address, the types of signs, the quantity and whether the signs are illuminated or not. You can choose to issue permits for fewer signs than what was approved, but you cannot issue more or different signs from what was approved. If you need to change this information, you will need to contact the building department or plan reviewer. Some types of changes may require an additional review.



Checkout/Paying for the Permits:

- If multiple permits are being issued from the same plan, the Zoning fees will only be applied to the first permit issued.
- You need to select a Use Tax option for every permit issued. This is explained in the text on the page. You can select the option either using the dropdown in the Use Tax Method column, or by applying the same option to all permits in queue with the button at the bottom of the page.
- You can add as many different permits to queue before checking out as you want. A Convenience fee applies to online and over the phone transactions, but is charged per transaction, not per permit.
- Click the Check Out menu when ready to pay for the permits. (You can also use the Delete menu to remove items from queue, if not ready.)

Starting April 1, 2009, RBD will be administering an El Paso County Use Tax for all permits issued. There are three main options, which are explained in more detail by following this link: <http://adm.elpasoco.com/BudgetAdministration/SalesandUseTax/Documents/UseTaxPolicies.pdf> If you pay Use Tax at the time of permitting (using either Valuation method below), you will be able to print out a Use Tax Receipt which shall serve as the Exemption Certificate for use when purchasing building and construction materials.

- **Affidavit** -- Permit applicant signs affidavit that all Use Taxes will be paid in the form of sales tax at time of purchasing the material from suppliers/retailers located within El Paso County. Use Tax will not be collected by RBD.
- **Job Material Valuation** -- Use Tax is calculated based on Valuation. Permit applicant has the option to pay either full amount now, or 50% now and 50% prior to job completion.

Before proceeding to checkout, you must select a Use Tax method for each permit. The amount of use tax due (if any) will be calculated based on the Valuation of the job and the Use Tax method chosen. An Administrative Fee is also collected unless the permit is exempt from the Use Tax. For more information see the above link or contact the Use Tax Administrator (520-6400 or usetax@elpasoco.com). After purchasing the permit, you can print your Use Tax Receipt from either the Permit List or Permit Details page.

Check Out Add New Permit Edit Delete

Permits: 2
Total: \$549.00

Permit	Address	Project Description	Owner Name	Fees	Total	Use Tax Method
	2880 INTERNATIONAL CIR	WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED	EL PASO COUNTY FACILITIES CORP	Permit Fee: \$30.00 CITY DEVELOPMENT REVIEW FEE: \$459.00	\$489.00	-Select-
	2030 AIRPORT RD	LOW PROFILE SIGN ILLUMINATED	EL PASO COUNTY FACILITIES CORP	Permit Fee: \$30.00 ADDRESS ASSIGNMENT FEE: \$30.00	\$60.00	-Select-
TOTAL					\$549.00	

A use tax method must be selected for each permit in the checkout queue. You can either select individually by using the drop down list in the Use Tax Method column in the table above, or if you have multiple permits that should all use the same option you can select it here and use the button to apply the option.

Use Tax Method:

See the online help for information on viewing the receipt, requesting an inspection, and other web related questions. The Help link on your home page after logging on has information specific to contractors.

Help: Paying for permits in Checkout queue:

http://www.pprbd.org/PublicAccess/Help_FAQ.aspx?Usertype=C#Permits_CheckoutPay

Help: Payment Accounts:

http://www.pprbd.org/PublicAccess/Help_FAQ.aspx?Usertype=C#PaymentAccounts