



Information about Regional Building Commission, Boards and Committees

Monthly Meetings

Regional Building Commission
3:00 p.m., fourth Wednesday

Advisory Board to Commission
12:30 p.m., third Wednesday

Board of Appeals
1:30 p.m., third Wednesday

Board of Review
10:30 a.m., third Wednesday

Building Committee
9:00 a.m. first Wednesday

Mechanical/Electrical/Plumbing Committee
10:00 a.m. second Wednesday

Agenda deadlines

Two weeks prior to meeting

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Committee and Board Information**

Pikes Peak Regional Building Department was formed by the Colorado Springs City Council and the El Paso County Board of Commissioners in 1966, and expanded in 1982 to include the suburban communities of Fountain, Green Mountain Falls, Manitou Springs, Monument and Palmer Lake.

The Department is administered by the Regional Building Commission, a 3-member panel comprised of a Colorado Springs City Council member, El Paso County Commissioner, and a representative selected by the additional five participating jurisdictions.

Variance Requests

Applications for variances to codes are considered by the Building Committee, Electrical Committee or Mechanical Committee depending on the type of work and code at issue. Committee decisions are recommended to the Board of Review that makes final determinations. Members of the committees and boards are appointed by the City Council of Colorado Springs and the El Paso County Board of Commissioners.

To apply for a variance: Fill out the Variance Request Application form, and attach appropriate materials and sketch or plans. The application may be hand delivered or mailed to Regional Building Department. If mailed, please write VARIANCE REQUEST on the envelope.

Additional information may be requested and must be received before the deadline for all submittals. Information received after the deadline is subject to the approval of the Field Inspection Supervisor.

Applications received after the deadline are postponed until the next scheduled meeting of the committee. The Building Official will only consider exceptions to the deadline if there are valid, extenuating circumstances.

Consent Calendar variance requests are usually acted on as a whole unless called up by a member of the committee or public. If an item is called from the Consent Calendar, it may be necessary for the applicant to be present to represent the item. If the variance request is not a Consent Calendar item, the applicant MUST ATTEND the meeting to represent the item. Arrive at the start of the meeting. Items are called in numerical order of the meeting Agenda.

Agendas are posted on the web site and at Pikes Peak Regional Building Department, or call 327-2880.

2015 Schedule

REGIONAL BUILDING BOARDS AND COMMITTEES

<u>Building Committee</u>	<u>Agenda Deadline</u>	<u>Meeting Date</u>
	December 24, 2014	January 7, 2015
	January 21	February 4
	February 18	March 4
	March 18	April 1
	April 22	May 6
	May 20	June 3
	June 17	July 1
	July 22	August 5
	August 19	September 2
	September 23	October 7
	October 21	November 4
	November 18	December 2

<u>Mechanical/Electrical/ Plumbing Committee</u>	<u>Agenda Deadline</u>	<u>Meeting Date</u>
	December 31, 2014	January 14, 2015
	January 28	February 11
	February 25	March 11
	March 25	April 8
	April 29	May 13
	May 27	June 10
	June 24	July 8
	July 29	August 12
	August 26	September 9
	September 30	October 14
	October 28	November 10
	November 25	December 9

<u>Board of Review Advisory Board Board of Appeals</u>	<u>Agenda Deadline</u>	<u>Meeting Date</u>
	January 7	January 21, 2015
	February 4	February 18
	March 4	March 18
	April 1	April 15
	May 6	May 20
	June 3	June 17
	July 1	July 15
	August 5	August 19
	September 2	September 16
	October 7	October 21
	November 4	November 18
	December 2	December 16

<u>Building Commission</u>	<u>Agenda Deadline</u>	<u>Meeting Date</u>
	January 14	January 28, 2015
	February 11	February 25
	March 11	March 25
	April 8	April 22
	May 13	May 27
	June 10	June 24
	July 8	July 22
	August 12	August 26
	September 9	September 23
	October 14	October 28
	November 11	November 25

Protocol at meetings

Regional Building Boards and Committees

Protocol for Board and Committee meetings

The following information is intended as a guide to the process of requesting a variance or addressing another item at a meeting of the Building, Electrical or Mechanical Committee or the Board of Review. It is helpful to retain a copy of your variance request application as a reference to the request and meeting schedules.

1. Please arrive at the start of the meeting. Agendas are available at RBD and the web site, but the length of time before your item is called cannot be determined in advance. You must be present when your item is called or it will be postponed until the next month's meeting. (If your item is not called before noon, the committee chairman will ask you to return after a lunch break.)
 2. The chairperson of the committee or board presides over the meeting, and for each item calls for questions from the members.
 3. When your item is called, stand at the lectern and state your name and address into the microphone.
 4. If you wish to have a representative (architect, attorney, contractor or other individual) speak on your behalf or offer additional information, inform the chairperson at this time. The individual will come to the lectern and state their name and position (or profession) in regard to the item at issue.
 5. You may also provide additional materials or drawings to explain the variance request, however if lengthy study is needed your variance request may be postponed until the following month if you did not present them with your variance request application.
 6. The committee may ask a member of the Regional Building Department staff to clarify code or answer questions about the item.
 7. A motion will be made, seconded and then, voted upon by the members. This is a recommendation by the committee to the Board of Review - it is not a final decision.
 8. The Board of Review meets the third Wednesday of each month, and considers the actions recommended by the Building, Mechanical and Electrical committees. **When the Board of Review approves the committee's recommendations it is considered final.**
- Minutes of committee and Board meetings are available to the public, and are posted on RBD's web site.
9. Occasionally, the Board rejects a recommended action and returns the item back to a committee for reconsideration. If you need to return to the committee the following month, you will be advised.
 10. If a variance request is denied, you may appeal the decision to the Board of Review. (The same meeting protocol as outlined above is followed at the Board of Review meeting.)

Appointments and Terms

Regional Building Boards and Committees

Board of Review

The board is authorized to propose standards and interpretations of the building code; to grant or deny minor variances to code; to grant, suspend or revoke contractor licenses; and impose restrictions or requirements of contractors. The board is comprised of an architect, citizen-at-large, building contractor (A or B license), building contractor (A, B or C licensed), and engineer (structural, electrical or mechanical). The Colorado Springs City Council and the El Paso County Board of Commissioners appoint members to serve three-year terms.

The following Advisory Committees to the Board of Review are responsible for contractor registering or testing and licensing, reviewing work performance, and interpreting and granting minor variances from the code.

Building Committee

The committee reviews testing and licensing of applicants, work performance and minor variance requests under the Building Code, Sign Code and Safety Code for Elevators. The committee is comprised of an architect, banker, building contractor (A, B or C license), building contractor (A or B license), building contractor (D license or sub), citizen-at-large, and structural engineer. The Colorado Springs City Council and the El Paso County Board of Commissioners appoint members to serve three-year terms.

Mechanical/Electrical/Plumbing Committee

The Committee reviews testing and licensing of applicants under the International Mechanical Code, applicants registering under the National Electrical Code and International Plumbing Code, and work performance under all three Codes (electrical and plumbing contractors are licensed by the State of Colorado, but must register to perform work in this jurisdiction). The Committee is comprised of an Architect, Engineer, Electrical Contractor, Mechanical Contractor "A", Building Contractor "A", Master Plumber, and a Citizen-at-Large. The Colorado Springs City Council and the El Paso County Board of Commissioners appoint the members to serve three-year terms.