



Information about Regional Building Commission, Boards and Committees

Monthly Meetings

Regional Building Commission
3 p.m., fourth Wednesday

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

Board of Appeals
1 p.m., third Wednesday

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

Building Committee
9 a.m. first Wednesday

Electrical Committee
2:30 p.m. second Tuesday

Mechanical & Plumbing Committee
10 a.m. second Wednesday

Agenda deadlines

Committees
Wednesday, two weeks prior to meeting

Board of Appeal & Board of Review
Thursday, six days 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.

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Variance Request Application

OFFICE USE ONLY

Date request received _____

Application fee received _____

Receipt number _____

This is a variance request to:

- 2005 PIKES PEAK REGIONAL BUILDING CODE & ADOPTED CODES
 1999 PIKES PEAK REGIONAL BUILDING CODE & ADOPTED CODES

Check variance type:

- BUILDING
 ELECTRICAL
 MECHANICAL/PLUMBING
 ENUMERATION (ADDRESSING)
 OTHER _____

Check one:

- PROPERTY OWNER
 CONTRACTOR
 ARCHITECT/DESIGNER
 OTHER _____

ADDRESS OF VARIANCE _____

City _____ State _____ Zip Code _____

PERMIT # _____ (if known)

VARIANCE REQUEST

Cite applicable Code sections: _____

Variance requested: _____

Reason: _____

APPLICANT INFORMATION

Name _____

Address (if different from above): _____

City _____ State _____ Zip Code _____ Phone _____

IMPORTANT INFORMATION

This form is required for each variance request and must include the legal address. (Requests are not heard for unplatted property without special approval by the Building Official.) **ATTACH** appropriate materials, photographs, sketches or plans, and \$50 application fee. (If multiple addresses and/or variances are requested, each requires an individual form and fee.) Applications may be hand delivered or mailed to the Regional Building Department. State on the envelope: Variance Request. Consent Calendar items are usually acted on as a whole. However, a Consent Calendar item may be called by a member of the committee or public, and may necessitate the applicant's presence. If the item is not listed on the Consent Calendar, the applicant **MUST ATTEND** the meeting to represent the variance requested. Arrive at the start of the meeting; items are usually called in numerical order. Agendas are available at Regional Building Department and on the web site www.pprbd.org.

MONTHLY COMMITTEE/BOARD SCHEDULE

	BUILDING	MECHANICAL & PLUMBING	ELECTRICAL	BOARD OF REVIEW
Meeting	9 a.m., first Wednesday	10 a.m., second Wednesday	2:30 p.m., second Tuesday	10:30 a.m., third Wednesday
Agenda Deadline	Wednesday, 2 weeks prior	Wednesday, 2 weeks prior	Tuesday, 2 weeks prior	Thursday, 6 days prior

**2008
Schedule**

Regional Building Boards and Committees

Building Committee	Agenda deadline	Meeting date
	December 19, 2007	January 2
	January 23	February 6
	February 20	March 5
	March 19	April 2
	April 23	May 7
	May 21	June 4
	June 18	July 2
	July 23	August 6
	August 20	September 3
	September 17	October 1
	October 22	November 5
	November 19	December 3

Electrical Committee	Agenda deadline	Meeting date
	December 24, 2007*	January 8
	January 29	February 12
	February 26	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 27	November 10**
	November 25	December 9

Plumbing and Mechanical Committee	Agenda deadline	Meeting date
	December 26, 2007	January 9
	January 30	February 13
	February 27	March 12
	March 26	April 9
	April 30	May 14
	May 28	June 11
	June 25	July 9
	July 30	August 13
	August 27	September 10
	September 24	October 8
	October 29	November 12
	November 26	December 10

Board of Review Board of Appeals	Agenda deadline	Meeting date
	January 2	January 16
	February 6	February 20
	March 5	March 19
	April 2	April 16
	May 7	May 21
	June 4	June 18
	July 2	July 16
	August 6	August 20
	September 3	September 17
	October 1	October 15
	November 5	November 19
	December 3	December 17

* Monday prior to December 25, Christmas Day

** Monday prior to November 11, Veterans Day

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 regards to the item at issue.
 5. You may also provide additional materials or drawings to explain the variance request.
 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 the Board of Review meetings are available to the public, and summaries are posted on RBD's web site under "Current Information."
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.

Electrical Committee

The committee reviews registration of applicants, work performance, and minor variance requests under the Electrical Code. (Contractors are licensed by the state of Colorado, but must register to perform work in the jurisdictions served by Regional Building Department.) The committee is comprised of an architect, building contractor (A, B or C license), building contractor (A or B license), citizen-at-large, electrical contractor, electrical engineer, and journey electrician. The Colorado Springs City Council and the El Paso County Board of Commissioners appoint members to serve three-year terms.

Plumbing & Mechanical Committee

The committee reviews testing and licensing of applicants under the Mechanical Code, applicants registering under the Plumbing Code, and work performance under both codes. (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, building contractor (A, B or C license), heating contractor (A license), heating contractor (B license), master plumber, journey plumber and mechanical engineer. The Colorado Springs City Council and the El Paso County Board of Commissioners appoint the members to serve three-year terms.