



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
1:00 p.m., third Wednesday

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

Building Committee
9:00 a.m. first Wednesday

Electrical Committee
2:30 p.m. second Tuesday

Mechanical & 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.

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Variance Request Application

OFFICE USE ONLY

Date request received _____

Application received by _____

Receipt number _____

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

**2012
Schedule**

Regional Building Boards and Committees

Building Committee	Agenda deadline	Meeting date
	December 21, 2011	January 4
	January 18	February 1
	February 22	March 7
	March 21	April 4
	April 18	May 2
	May 23	June 6
	June 19	July 3
	July 18	August 1
	August 22	September 5
	September 19	October 3
	October 24	November 7
	November 21	December 5

Electrical Committee	Agenda deadline	Meeting date
	December 27, 2011	January 10
	January 31	February 14
	February 28	March 13
	March 27	April 10
	April 24	May 8
	May 29	June 12
	June 26	July 10
	July 31	August 14
	August 28	September 11
	September 25	October 9
	October 30	November 13
	November 27	December 11

Plumbing and Mechanical Committee	Agenda deadline	Meeting date
	December 28, 2011	January 11
	January 25	February 8
	February 29	March 14
	March 28	April 11
	April 25	May 9
	May 30	June 13
	June 27	July 11
	July 25	August 8
	August 29	September 12
	September 26	October 10
	October 31	November 14
	November 28	December 12

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

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.

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.