

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Limited Scope Project Guidelines

Limited Scope Project guidelines were developed to expedite plans review of small type projects, such as tenant refinishing and remodeling. Most projects that meet the criteria listed below, can have plans reviewed during walk-through sessions Monday - Friday, 8 a.m. - 4 p.m. for Construction, and 9 a.m. - Noon for Mechanical, Plumbing and Electrical. NOTE: Any plan that does not meet the criteria of a Limited Scope Project must be checked in for the standard review process.

Limited Scope Project is defined as one that:

- Does not have a change in occupancy classification, use or zoning;
- Does not require new utility service;
- Will not include new out-of-the-ground construction or structural modifications;
- Is limited to A3, B, M, F or S occupancy classifications, and
- Aggregate hazardous materials are below permit amounts as defined in the Uniform Fire Code;
- Does not include occupancies with high pile combustible storage as defined by the Uniform Fire Code;
- Does not include remodeling of a commercial kitchen or food preparation area;
- Mechanical/electrical work is limited to renovation of existing infrastructure.

How are Limited Scope Project plans reviewed?

Check the plans in at the front counter, and provide the following information:

- Site address
- Name of contractor, if bid has been awarded
- Payment for plan check or permit fee

Plans are walked through for reviews by departments listed below. It is very helpful and more expeditious to have the licensed design professional accompany the plans and answer any questions through this review process.

- Construction
- Mechanical/Plumbing
- Electrical
- Fire

If plans meet the Limited Scope Project criteria, but a plans examiner in any of the departments determines that the plans cannot adequately be reviewed during a walk through session, the plans will be checked in for the standard review process. If this determination is made, the plans will be given a 10-day reference date rather than the 21-day standard review time.

Limited Scope Project plans require:

Provide two (2) sets of complete drawings bearing the seal of a design professional licensed by the state of Colorado. The cover or title block sheet must include the following information:

- Address
- Design professional name, address and phone number
- Description and scope of work
- Occupancy classification
- Building type of construction
- Level/levels where work is to be performed
- Square footage of work
- Egress requirements:
 - Occupant load calculations
 - Exit width calculations
 - Number of required exits
- Fire protection systems (existing and proposed)
 - Sprinkler
 - Fire alarm
 - Special suppression