

# Commercial Construction

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

May 2016

See [Commercial Plan Check Requirements](#) for Commercial handouts, particularly the Commercial Plan Check List.

For Commercial projects within Colorado Springs, you have the option to do everything related to the plan submittal online. Commercial projects must be permitted by phone or by visiting a permit technician at the Regional Building Department. You can submit PDF copies of the code study form and plan images online at [www.pprbd.org](http://www.pprbd.org) and the plan will be reviewed electronically. If you need to make corrections prior to permit, those must also be submitted online. See current [List of Electronic Plan Types](#) to see which Jurisdictions are currently accepting this type of plan electronically, and who can submit plans this way. If the project location is outside these Jurisdictions, a paper copy will need to be submitted.

**Note: Foundation Only and Superstructure Only projects cannot be submitted electronically.**

All types of plans can be submitted as paper plans. Submitting electronically is an option in some cases and we are working on expanding to additional Jurisdictions and types of plans.

## Required information for this type of project:

- Project Address
- Owner, Phone #
- Valuation
- Details about this project, as specified in the plan check handouts. When uploading your plan images, they need to be split into these different files. Some of these are fillable PDFs that you will download from our website. (Note: The links below may not be the latest versions. When submitting, get the latest version directly from the Add Images page.)
  - **Code Study Form**
  - **Approved Development Plan**
  - **Civil Plans**
  - **Architectural Plans**
  - **Structural Plans**
  - **Mechanical Plans**
  - **Plumbing Plans**
  - **Electrical Plans**
  - **Soils Report**
  - **IECC Envelope Certificate and/or ComCheck**

## 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 account, and uploading a plan. The Getting Started document explains the process of getting plans reviewed electronically, and isn't specific to this type. The same basic process is used for new homes and Basement Finishes. This document is a walk-through for how to submit this type of plan. Please refer to the Getting Started document for more general help not included in this document.

## Creating a Plan:

When logged on, the types of plans you are able to upload will be based on your account. If you view the [List of Electronic Plan Types](#) when logged on, it will highlight which types of plans you can upload.

- After logging on, go to Plans>Electronic Plans on the menu. This will show a list of all recently submitted plans and includes help links at the top of the page.
- Click the New Plan menu.
- Your contact information is pre-filled based on your user profile.
- If necessary select New Commercial to filter the Type of Plan List and select “Commercial Building (Through Finish)” or “Commercial Building (Core and Shell only)”. Depending on the types of licenses you have, this may be preselected for you.
- Based on the type of plan selected, the page will show you the current list of allowable Jurisdictions. You will only be able to submit a plan within a listed Jurisdiction.
- Enter the Project Address. The street name will auto-complete based on our streets database.
- Owner name, Owner Phone and Parcel will auto-fill based on the address, if we have matching information from the Assessor. You can over-write this with updated information.
- Enter a Valuation for the project, which is Total value of the work including (but not limited to) labor, materials and profit. Click Save button at bottom of page.

**Status: New Plan for Plan Tracking**

<b>Type of Submittal:</b>	<input type="radio"/> Plan Tracking
<b>New/Remodel:</b>	<input type="text" value="New Commercial"/>
<b>Type of Plan:</b>	<input type="text" value="Commercial Building (Through Finish)"/>
<b>Contact:</b>	<input type="text" value="My Contact Name"/>
<b>Phone:</b>	<input type="text" value="7195555555"/>
<b>Email:(Separate multiples by ;)</b>	<input type="text" value="email@email.com"/>
<b>Permit #:</b>	<input type="text"/>
<b>Project:</b>	<input type="text" value="Commercial Building (Through Finish)"/>
<input checked="" type="checkbox"/> YES. Send me email alerts for Plan Review events.	

**Comment to Reviewer (OPTIONAL):**

**Enter address information first and the owner info should populate automatically.**

<b>Owner:</b>	<input type="text" value="EL PASO COUNTY FACILI"/>
	<input type="text" value="County Owner: EL PASO COUNTY F"/>
<b>Owner Ph:</b>	<input type="text" value="(719) 327-2880"/>
<b>Parcel:</b>	<input type="text" value="6416303006"/>
<b>Valuation:</b>	<input type="text" value="750000"/>

**Project Address:**

<b>Address #</b>	<b>Dir</b>	<b>Street Name</b>	<b>Type</b>	<b>Suite</b>	<b>City</b>	<b>Zip Code</b>
<input type="text" value="2880"/>	<input type="text"/>	<input type="text" value="INTERNATIONAL"/>	<input type="text" value="CIR"/>	<input type="text"/>	<input type="text" value="COLORADO SPRINGS"/>	<input type="text" value="80910"/>

**Allowable Jurisdictions:**

## 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.

Electronic Plan: 7795

[Save Changes](#) [Cancel Plan](#)

**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)  
[Help/Walkthrough - Click Here](#)

Type of Submittal:  Plan Tracking

New/Remodel:

Type of Plan:

Contact:

Phone:

Email:(Separate multiples by ;)

Plan #:

Permit #:

YES. Send me email alerts for Plan Review events.

Comment to Reviewer (OPTIONAL):

## 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.
- Multiple plan images can be uploaded at once using the table on this page:
  - Plan Image Type – Use this column to specify the type of image being uploaded. By default, one item of every type not yet uploaded is selected. If uploading multiples images of the same type, you can change one of the dropdown selections to the type you want. If you return to this page after uploading some images, it will pre-select only those types still missing.
  - Required? – Identifies whether this type of image is required to be uploaded prior to submitting the plan.
  - Comment (OPTIONAL) – Allows you to enter a comment for this image. This is highly recommended when uploading multiple images of the same type (to distinguish them) or when using type "Other" so the reason for including that image with the plan will be clear.
  - PDF File – Click the Browse... button to select a PDF file from your computer to upload.
- When you've selected all the files you want to upload, scroll to the bottom of the page to click the Upload Files button.
- See the "Getting your plans in PDF Format" section in [About Electronic Plan Review](#) if your plans are not already in PDF format. All plan images must be in PDF format in order for us to review them.

- Locked PDF files cannot be marked up or combined into a final approved image, so we don't allow them to be submitted for any image type that requires approval. If you get a message about Locked PDFs see the "Locked PDFs" subsection in the "Getting your plans in PDF Format" section in [About Electronic Plan Review](#).
- 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 page will allow you to select a single image type and upload a single file.

**Upload the following Image types prior to submitting:**

- [Code Study Form](#)
- **Approved Development Plan**
- [Civil Plans \(MULTIPLE\)](#)
- [Architectural Plans](#)
- **Structural Plans**
- **Mechanical Plans**
- **Plumbing Plans**
- [Electrical Plans](#)
- **Soils Report**
- **Pre-Manufactured Truss Calcs (MULTIPLE) (OPTIONAL)**
- [IECC Envelope Certificate and/or ComCheck \(MULTIPLE\)](#)
- **Other**

\* **MULTIPLE:** More than one image of this type can be uploaded if needed. Plan Image Type is a dropdown list, and you can select multiple items.  
 \* **OPTIONAL:** Not all Commercial Building (Through Finish) plans require this type of image, or you may be able to combine them if necessary for this particular plan.

All required image types must be uploaded prior to submitting.

**Upload Files**

Select file(s) to upload. Once complete, click the 'Upload Files' button.

Plan Image Type	Required?	Comment (OPTIONAL)	PDF File
Code Study Form	REQUIRED		Choose File No file chosen
Approved Development Plan	REQUIRED		Choose File No file chosen
Civil Plans	REQUIRED		Choose File No file chosen
Architectural Plans	REQUIRED		Choose File No file chosen
Structural Plans	REQUIRED		Choose File No file chosen
Mechanical Plans	REQUIRED		Choose File No file chosen
Plumbing Plans	REQUIRED		Choose File No file chosen
Electrical Plans	REQUIRED		Choose File No file chosen
Soils Report	REQUIRED		Choose File No file chosen
Pre-Manufactured Truss Calcs			Choose File No file chosen
IECC Envelope Certificate and/or ComCheck	REQUIRED		Choose File No file chosen
Other			Choose File No file chosen

## 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. You must also select the Type of Construction of the building and enter the square footage of all Occupancy Classifications that occur in the building/space (This information should match the Code Study Form)

Status: **Incomplete (Not submitted for review yet)**

Submit this plan for review.  
[Help/Walkthrough - Click Here](#)

Type of Submittal:  Plan Tracking

New/Remodel:

Type of Plan:

Contact:

Phone:

Email:(Separate multiples by ;)

Plan #:

Permit #:

Project:

YES. Send me email alerts for Plan Review events.

Comment to Reviewer (OPTIONAL):

Enter address information first and the owner information should pop automatically.

Owner:

Owner Ph:

Parcel:

Valuation:

Estimated Plan Check Fee:

II-A

Occupancy	Area
A-2: Assembly, Restaurant, bar, banquet halls	5000
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	

Project Address:

Address #	Dir	Street Name	Type	Suite	City	Zip Code
<input type="text" value="2880"/>	<input type="text" value=""/>	<input type="text" value="INTERNATIONAL"/>	<input type="text" value="CIR"/>	<input type="text" value=""/>	<input type="text" value="COLORADO SPRINGS"/>	<input type="text" value="80910"/>

Allowable Jurisdictions:

Plan Images

Type	Status	Comment	Locked?	Date
Code Study Form	Uploaded			5/9/2016 10:54 AM
Civil Plans	Uploaded	V1 5/09/2016 10:54 AM:		5/9/2016 10:54 AM
Approved Development Plan	Uploaded	V1 5/09/2016 10:54 AM:		5/9/2016 10:54 AM
Architectural Plans	Uploaded	V1 5/09/2016 10:54 AM:		5/9/2016 10:54 AM
Structural Plans	Uploaded	V1 5/09/2016 10:54 AM:		5/9/2016 10:54 AM
Mechanical Plans	Uploaded	V1 5/09/2016 10:54 AM:		5/9/2016 10:54 AM
Plumbing Plans	Uploaded	V1 5/09/2016 10:54 AM:		5/9/2016 10:54 AM
Electrical Plans	Uploaded	V1 5/09/2016 10:54 AM:		5/9/2016 10:54 AM
Soils Report	Uploaded			5/9/2016 10:54 AM
TECC Envelope Certificate and/or ComCheck	Uploaded			5/9/2016 10:54 AM

Once submitted, the plan will be triaged to verify all required information has been submitted correctly. If changes need to be made, you will receive an email notification that describes what must be revised and the plan will be reset to incomplete. After completing the submittal changes, be sure to click the Resubmit button again, re-starting the review. When the submittal passes the triage review for completeness, the plan will be assigned a plan tracking number.

After the Plan Review Fee is received, the plan set will be automatically routed for plan review by all required departments. The Plan tracking number can be used to lookup the review status of any plan, whether electronic or paper.

A Plan Label image is automatically added to all electronic plans when checked into plan tracking, and will include the Plan tracking #, Project address, description and provide space for Required departments approval stamps.

## Following the progress of the Review:

- Status emails. Unless you specifically opt out, you will receive status emails using your contact information each time a required department signs off the plan and an additional email when each review cycle is complete.
- When logged on go to Plans>Electronic Plans on the menu to see the current status of all your recent plans. This will include links to the plan tracking record (if it has been checked in for review) and a link to the permit when that is issued. You can use the View menu to look back at older closed plans if desired.

[About Electronic Plan Review](#) (Updated Jan. 2014), [List of available Electronic Plan types](#)  
 Plancheck Requirements/Information: [Residential Handouts](#), [Commercial Handouts](#)  
 Click New Plan to create an Electronic plan and submit that plan for review. Plans will not be reviewed until you have uploaded all required images and clicked the submit button. Until then, the status will be Incomplete "I".  
 Once checked into Plan tracking, the Plan tracking # will show here. If permitted, the Permit # will show here. EPlan, Plan # and Permit # are all links to those detail pages.

[Details](#) [New Plan](#) [Delete Plan](#) [View](#) [Export](#)

**Incomplete/Open/Recently Closed Plans: 6**

EPlan	Plan #	Permit #	Submitted	Address	Project Description	City	Zipcode	S
<a href="#">7788</a>	<a href="#">C89303</a>		05/09/2016	2880 INTERNATIONAL CIR	COMMERCIAL BUILDING (THROUGH FINISH)	COLORADO SPRINGS	80910	I

- Click the EPlan # link (or double-click the row) to return to the Electronic Plan details. This will show the current status of the electronic plan and the current status of each plan image in the table at the bottom of that page. If the plan reviewer uploads a document to your plan it will be visible here.
- As the plan reviewers sign off your plan, they will enter some comments into the review log and will markup the plan images. You will be able to see review log comments in real time, but the markup will only be visible once the current Review Cycle is complete (when all required departments have reviewed the document).
- Click the Plan # link to go to the plan tracking details. This will show the current status of all required departments (when all are A – Approved or N – N/A, the plan is approved. If any are D – Disapproved, the plan is disapproved. / means the review is pending). It will also show the reviewer comments. You will only be able to upload corrected images after the current review cycle is complete (all required departments have reviewed).

**Electronic Plan Images (12)**

Image Type	Comment	Status
Plan Label	C89303	Open Review *
Code Study Form		Open/Approved
Civil Plans	V1 5/09/2016 10:54 AM:	Open Review
Approved Development Plan	V1 5/09/2016 10:54 AM:	Open Review *
Architectural Plans	V1 5/09/2016 10:54 AM:	Open/Approved
Structural Plans	V1 5/09/2016 10:54 AM:	Open/Approved
Mechanical Plans	V1 5/09/2016 10:54 AM:	Open/Approved
Plumbing Plans	V1 5/09/2016 10:54 AM:	Open/Approved
Electrical Plans	V1 5/09/2016 10:54 AM:	Open/Approved
Soils Report		Open/Approved
IECC Envelope Certificate and/or ComCheck		Open/Approved
Review Set		Disapproved

**Required Departments: 15**

**Overtime Options**

Department	S	Overtime
City Engr	A	
Construction	A	
<a href="#">CSU Contract Admin</a>	D	
Electrical	A	
Enumeration	A	
<a href="#">CO Springs Fire</a>	A	
Floodplain	N	
Gas/Elec. Utils	D	
<a href="#">Hazard</a>	A	
<a href="#">Health Dept.</a>	D	
Mechanical	A	
Plumbing	A	
<a href="#">Waste Water Div</a>	A	
<a href="#">Water Division</a>	A	
<a href="#">CO Springs DRE</a>	D	

[Details](#) [View](#)

**Log Entries: 18**

Department	S	Date	Reviewer	Comment
<a href="#">CSU Contract Admin</a>	D	5/9/2016	DALEH	
Gas/Elec. Utils	D	5/9/2016	DALEH	
<a href="#">Waste Water Div</a>	A	5/9/2016	DALEH	
<a href="#">Water Division</a>	A	5/9/2016	DALEH	

**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.

**Please Note:** A "Review Set" cannot be created until all agencies have completed the review and a result has been entered.

- When logged on, go to Plans>Electronic Plans on the menu. Click the EPlan # or double-click the row of the plan that has been disapproved.
- The plan will show a status of disapproved. Check the status of each of the plan images you submitted. 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. **Currently, a full corrected document needs to be uploaded on a resubmittal, not just a corrected page.** Updated plan images are uploaded the same as the initial ones (see "Adding Plan Images" above). You are required to upload corrected versions of the disapproved plan images. You can optionally upload corrected versions of the approved images, which will trigger a re-review of those images. You can use the Delete menu to remove images from the plan.
- 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).
- 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. See the "Review Cycle – Status Codes" and "Resubmissions" sections in [About Electronic Plan Review](#).

Electronic Plan: 7796

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

**Submit this plan for review.**  
[Help/Walkthrough - Click Here](#)

Type of Submittal:  Plan Tracking

New/Remodel:

Type of Plan:

Contact:

Phone:

Email:(Separate multiples by ;)

Plan #:  Disapproved

Permit #:

Project:

YES. Send me email alerts for Plan Review events.

Comment to Reviewer (OPTIONAL):

Enter address information first and the owner information populate automatically.

Owner:

Owner Ph:

Parcel:

Valuation:

Estimated Plan Check Fee: **914.50 (PAID REC#1328284)**

II-A

Occupancy	Area
A-2: Assembly, Restaurant, bar, banquet halls	5000
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	

Project Address:

**2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910**

Allowable Jurisdictions:

Plan Images

Type	Status	Comment	Locked?	Date
Plan Label	Open Review	C89303		5/9/2016 11:17 AM
Code Study Form	Open/Approved			5/9/2016 11:13 AM
Civil Plans	Open Review	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM
Approved Development Plan	Open Review	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM
Architectural Plans	Open/Approved	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM

**Approved Plan/Getting the Permit(s):**

After all required departments have approved the plan (or entered N/A) it is approved for permit and we will generate the final combined/approved plan image. Approved plans are added to a queue for final review and generation of the plan image, and are usually handled within a few hours of the final approval (depending on the time of day).

The final approved plan image will be associated with the plan tracking record, and later with the permit issued. Click the Plan # link from the Electronic Plans list to go to Plan Details. From there you can view the image using the Plan Image menu. Once the final plan image is generated, the plan will be approved for permit.

New commercial plans cannot be permitted online. Once your plans are approved, please contact the permit department or come to the building department office to have a permit issued by a permit technician.

**Electronic Plan: 7796**

[Save Changes](#)

**Status: Open** (Approved images will be added to Plan C89303 soon)

**Type of Submittal:**  Plan Tracking

**New/Remodel:**

**Type of Plan:**

**Contact:**

**Phone:**

**Email: (Separate multiples by ;)**

**Plan #:**  Approved

**Permit #:**

**Project:**

YES. Send me email alerts for Plan Review events.

**Comment to Reviewer (OPTIONAL):**

**Enter address information first and the owner information so populate automatically.**

**Owner:**

**Owner Ph:**

**Parcel:**

**Valuation:**

**Estimated Plan Check Fee:** 914.50 (PAID REC#1328284)

**II-A**

Occupancy	Area
A-2: Assembly, Restaurant, bar, banquet halls	5000
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	
-Select-	

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**Project Address:**

2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910

**Allowable Jurisdictions:**

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**Plan Images**

[Add Images](#)
[Add Single Image](#)
[Edit Comment](#)
[Delete Image](#)
[View Image](#)

Type	Status	Comment	Locked?	Date
Plan Label	Open Review	C89303		5/9/2016 11:17 AM
Code Study Form	Open/Approved			5/9/2016 11:13 AM
Civil Plans	Open Review	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM
Approved Development Plan	Open Review	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM
Architectural Plans	Open/Approved	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM
Structural Plans	Open/Approved	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM
Mechanical Plans	Open/Approved	V1 5/09/2016 10:54 AM:		5/9/2016 11:13 AM