Single Family Plans

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

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See Residential Plan Check Requirements for all Residential handouts.

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. The plan can be submitted and reviewed electronically, but the permit will need to be issued in person. It is not necessary to bring the approved plans at that time since we will already have an electronic copy.

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.)
  o Service Questionnaire – Fill this out first, to verify that you can submit your project online
  o Code Study Form – Only some of the questions need to be answered. See link.
  o Site Plan
  o Architectural and Structural Plans
  o IECC Form and/or ResCheck
  o Heat Loss Calcs
  o BESQCP
  o Driveway Application

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.
- For New/Remodel dropdown select New Residential. This will filter the Type of Plan list.
- For Type of Plan, select "New Single Family". There are several different types of Single Family plans with slightly different requirements. Select the type that most closely matches your project. There are specific Rebuild types to cover the special requirements of a rebuild, and Duplex or Two Family Dwelling for those cases.
- If submitting a site plan based on an approved master plan, see the walkthrough for that type.
- 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. For new residential you are allowed to enter a new address (which will be verified during the Enumeration plan review), but only streets in our street database are allowed. If your street name is not available contact Enumeration for the Building Department.
- 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 # of bedrooms.
- 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.

Electronic Plan Details

Back   Home

Enter all the information about the plan to put into Plan Tracking. Once saved, you can upload all the required image(s) and submit for review.

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

Status: New Plan for Plan Tracking   ? Help/Walkthrough

Type of Submittal:	● Plan Tracking
New/Remodel:	New Residential ▼
Type of Plan:	Single Family Dwelling ▼
# Bedrooms:	5
Contact:	Contractor Name
Phone:	(719) 555-2525
Email:(Separate multiples by ;)	EmailAddress@myemail.com

Owner: EL PASO COUNTY FACILIT
Permit Owner: EL PASO COUNTY F ▼
Owner Ph: 7194954321
Parcel: 6416303006
Valuation: 250000

Save

Permit #:
Project: Single Family Dwelling
☑ YES. Send me email alerts for Plan Review events.
Comment to Reviewer (OPTIONAL):

Project Address:

Address #	Dir	Street Name	Type	Suite	City	Zip Code
2880	▼	INTERNATIONAL	CIR ▼	▾	COLORADO SPRINGS ▼	80910

Clear Address

Allowable Jurisdictions: COLORADO SPRINGS, EL PASO COUNTY

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: 6968

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)

Submit Plan

Help/Walkthrough

Type of Submittal: ● Plan Tracking

New/Remodel:	New Residential
Type of Plan:	Single Family Dwelling
# Bedrooms:	5
Contact:	Contractor Name
Phone:	(719) 555-2525
Email:(Separate multiples by ;)	EmailAddress@myemail.com
Plan #:	
Permit #:	
Project:	SINGLE FAMILY DWELLING

☑ YES. Send me email alerts for Plan Review events.

Comment to Reviewer (OPTIONAL):

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

Owner:	EL PASO COUNTY FACILIT
	-Select Owner-
Owner Ph:	(719) 495-4321
Parcel:	6416303006
Valuation:	250000
Estimated Plan Check Fee:	Plancheck fee needs to be paid after submitting before the review will begin

Level	Area
Garage	
Basement	
Basement	
Ground Floor	
Second Floor	
Third Floor	
Other	

Update Plan

Project Address:

Address #	Dir	Street Name	Type	Suite	City	Zip Code
2880		INTERNATIONAL	CIR		COLORADO SPRINGS	80910

Clear Address

Allowable Jurisdictions: COLORADO SPRINGS, EL PASO COUNTY

Entering Square Footage:

Enter the area for each level of the house and click the Update Plan button to save.

Parcel:	6416303006
Valuation:	250000
Estimated Plan Check Fee:	Plancheck fee needs to be paid after submitting before the review will begin

Level	Area
Garage	450
Basement	
Basement	
Ground Floor	1500
Second Floor	850
Third Floor	
Other	

Update Plan

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.

Electronic Plan: 6968

Address: 2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910
Project: SINGLE FAMILY DWELLING
Upload single plan image

Instructions: Upload one or more PDF File for review with this plan. Specify the type of image being uploaded from the dropdov
are pre-filled with the types of images you have not uploaded yet, but you can select a type you have already uploaded if you are
the File column to select a file on your computer to upload. Links to downloadable applications or additional information about ea
50 MB at a time (total size of all files), so for larger plan images you may need to upload a few at a time.

Upload the following Image types prior to submitting:

- **Site Plan**
- **Height Calc (OPTIONAL)**
- **Architectural and Structural Plans**
- **Structural Plans (if separated) (OPTIONAL)**
- **Mechanical Duct Design Plans**
- **Pre-Manufactured Truss Calcs (MULTIPLE) (OPTIONAL)**
- **IECC Form and/or ResCheck (MULTIPLE)**
- **Heat Loss Calcs / Equip. Cert (MULTIPLE)**
- **Other**

* **MULTIPLE:** More than one image of this type can be uploaded if needed. Plan Image Type is a dropdown list, and you
uploading.
* **OPTIONAL:** Not all Single Family Dwelling plans require this type of image, or you may be able to combine this with an
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
Site Plan ▼	REQUIRED		Choose File | No file chosen
Height Calc ▼			Choose File | No file chosen
Architectural and Structural Plans ▼	REQUIRED		Choose File | No file chosen
Structural Plans (if separated) ▼			Choose File | No file chosen
Mechanical Duct Design Plans ▼	REQUIRED		Choose File | No file chosen
Pre-Manufactured Truss Calcs ▼			Choose File | No file chosen
IECC Form and/or ResCheck ▼	REQUIRED		Choose File | No file chosen
Heat Loss Calcs / Equip. Cert ▼	REQUIRED		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. After the plan is checked in, you will receive an email that you can log back on to pay the plancheck fees.

The submitted plan will be triaged and either assigned a plan tracking number and automatically routed for plan review or returned to you if there is a problem with the submission that prevents it being reviewed (an email will explain what is missing). 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.

Paying the plancheck fee:

- Plancheck fees are not paid prior to submitting the plan to prevent them from being collected for cases where the plan can't be reviewed (wrong Jurisdiction, wrong type of plan, etc.)
- After the plan is assigned a plan tracking number, you will receive an email that you can pay the plancheck fee. This can be paid either online or by phone (reference the plantracking # if paying by phone).
- Log back on and return to EPlan details for this plan. From the menu go to Plans>Electronic Plans and click the EPlan # link of the plan you want to return to.
- Go to the Estimated Plan Check Fee (the final plancheck fee will be charged at permit time, and this will be credited toward that amount). Click the Pay Plancheck Fee button. This will take you to a checkout page where you can enter your payment information. Once the plancheck fee is paid, the plan will automatically be added to the plan reviewers' queues to start the review.

Electronic Plan Details

Back   Home

Electronic Plan: 6968

Status: Open (In Review)   **?** Help/Walkthrough

Type of Submittal:	● Plan Tracking
New/Remodel:	New Residential ▼
Type of Plan:	Single Family Dwelling ▼
# Bedrooms:	5
Contact:	Contractor Name
Phone:	(719) 555-2525
Email:(Separate multiples by ;)	EmailAddress@myemail.com
Plan #:	R 87429
Permit #:	
Project:	RESIDENCE

☑ YES. Send me email alerts for Plan Review events.

Comment to Reviewer (OPTIONAL):

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

Owner:	EL PASO COUNTY FACILIT
Owner Ph:	(719) 495-4321
Parcel:	6416303006
Valuation:	250000

165.00 -- Must be paid prior to review starting

Estimated Plan Check Fee: Pay Plancheck Fee

Level	Area
Garage	450
Basement	
Basement	
Ground Floor	1500
Second Floor	850
Third Floor	
Other	

Update Plan

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 permited, 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: 60

EPlan	Plan #	Permit #	Submitted	Address	Project Description	City	Zipcode	S
6968	R87429		02/22/2016	2880 INTERNATIONAL CIR	SINGLE FAMILY DWELLING	COLORADO SPRINGS	80910	O
6948	S87416		02/18/2016	8934 VANDERWOOD RD	SITE PLAN: SINGLE FAMILY MASTER	COLORADO SPRINGS	80908	O
6946			02/18/2016	9564 BRYCE CANYON DR	SITE PLAN: SINGLE FAMILY MASTER	COLORADO SPRINGS	80925	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 (6)

Image Type	Comment	Status	Reviewer	File Type	Date
Plan Label	R87429	Open Review *		PDF	2/22/2016
Site Plan	V1 2/22/2016 3:53 PM:	Open Review *		PDF	2/22/2016
Architectural and Structural Plans	V1 2/22/2016 3:53 PM:	Open Review *		PDF	2/22/2016
Mechanical Duct Design Plans	V1 2/22/2016 3:53 PM:	Open Review *		PDF	2/22/2016
IECC Form and/or ResCheck		Open Review *		PDF	2/22/2016
Heat Loss Calcs / Equip. Cert		Open Review *		PDF	2/22/2016

Required Departments: 5

Overtime Options

Department	S	Overtime
Construction	/	
Enumeration	/	
Floodplain	N	
Mechanical	/	
CO Springs DRE	/	

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.

- 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: 6968

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

Submit this plan for review.

[Submit Plan]

? Help/Walkthrough

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

Owner: EL PASO COUNTY FACILIT

Owner Ph: (719) 495-4321

Parcel: 6416303006

Valuation: 250000

165.00 -- Must be paid prior to review starting

Estimated Plan Check Fee:

[Pay Plancheck Fee]

Level	Area
Garage	450
Basement	
Basement	
Ground Floor	1500
Second Floor	850
Third Floor	
Other	

[Update Plan]

Type of Submittal: ● Plan Tracking
New/Remodel: New Residential ▼
Type of Plan: Single Family Dwelling ▼
Bedrooms: 5
Contact: Contractor Name
Phone: (719) 555-2525
Email:(Separate multiples by ;) EmailAddress@myemail.com
Plan #: R 87429
Permit #:
Project: RESIDENCE
☑ YES. Send me email alerts for Plan Review events.
Comment to Reviewer (OPTIONAL):

Project Address:

2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910

Allowable Jurisdictions: COLORADO SPRINGS, EL PASO COUNTY

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). You can get your permit prior to the approved plan image being generated.

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.

Although this type of plan can be approved electronically, the permit must be issued in person. It cannot be issued online or over the phone. You will need to pay all applicable permit, remaining plancheck and outside agency fees at this time. Depending on the Zoning Jurisdiction and Utility Districts, you may also need to bring receipts and/or approvals from other outside agencies in order to get the permit.