

# Sign Plans in Colorado Springs Jurisdiction

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

Nov. 2014

See [Colorado Springs Sign Application](#).

For signs within Colorado Springs, you have the option to do everything related to the application, plan and permit online. You can submit PDF copies of the application and plan images online at [www.pprbd.org](http://www.pprbd.org) and the sign plan will be reviewed electronically. If you need to make corrections prior to permit, those can also be submitted online. Once approved, you can get the permits online, including issuing multiple separate permits from the same approved plan when needed.

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.

## **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 contractor account, and uploading a sign plan. The Getting Started document explains the process of getting plans reviewed electronically, and isn't specific to sign plans. The same basic process is used for new homes and Basement Finishes. This document includes additional help specific to signs. Please refer to the Getting Started document for more general help not included in this document.

## Creating a Sign Plan:

If you have a current sign license with PPRBD, Sign plans will be one of the available types when going to add a New Electronic Plan. If this is the only type of license you have, Sign Plan will be auto-selected when you go to this page.

- 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, for New/Remodel select New Commercial to filter the Type of Plan List and select “Sign” for Type of plan. If you only have a Sign license, these choices may be pre-selected for you.
- Answer Yes/No whether there are any Freestanding or Low Profile signs included in this plan. This information is used to route the plan to the correct plan departments for review.
- Optionally specify a detailed project description. (It will default to “Sign”). A more detailed description will be set as part of the plan review.
- If there is anything unusual you want to draw to the attention of the reviewer, you can enter a comment for them. This is especially advised if you are resubmitting after the plan has already been approved, so you can explain what change you’re making.
- 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 a remodel you are only allowed to select an existing address. If the address you enter isn’t recognized, you will need to contact the Building Department to verify it.
- 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.

The screenshot shows a web browser window with the URL <https://www.pprbd.org/> and the page title "PPRBD: Electronic Plan". The form contains the following fields and options:

- New/Remodel:** New Commercial (dropdown)
- Type of Plan:** Sign (dropdown) with a [Help/Walkthrough](#) link.
- Status:** New Plan for Plan Tracking
- Does this project include Freestanding or Monument signs?** Yes (selected) / No
- Does this project include Low Profile signs?** Yes (selected) / No
- Contact:** My Contact Name (text input)
- Phone:** (719) 555-5555 (text input)
- Email:** myemail@myserver.com (text input)
- (Separate multiples by ;)**
- YES. Send me an email at my contact address for Plan Review events.
- Project:** Sign (text input)
- Comment to Reviewer (OPTIONAL):** (text area)
- Project Address:** COLORADO SPRINGS (text input)
- Allowable Jurisdictions:** COLORADO SPRINGS (dropdown)
- Address:** 2880 (text input)
- Dir:** (dropdown)
- Street Name:** INTERNATIONAL (text input)
- Type:** CIR (dropdown)
- Suite:** (text input)
- City:** COLORADO SPRINGS (dropdown)
- Zip Code:** 80910 (text input)
- [Clear](#) (button)
- Select Owner-** (dropdown)
- Owner:** EL PASO COUNTY FACILITI (text input)
- Owner Ph:** (719) 327-2880 (text input)
- Parcel:** 6416303006 (text input)
- Valuation:** 45000 (text input) with a clear 'x' button.

**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.

https://www.pprbd.org PPRBD: EPlan #3852

New/Remodel: New Commercial

Type of Plan: Sign [Help/Walkthrough](#)

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

Does this project include Freestanding or Monument signs?  Yes  No

Does this project include Low Profile signs?  Yes  No

Contact: My Contact Name

Phone: (719) 555-5555

Email: myemail@myserver.com  
(Separate multiples by ;)

YES. Send me an email at my contact address for Plan Review events.

Plan #:

Project: SIGN

Comment to Reviewer (OPTIONAL):

Project Address:

Allowable Jurisdictions: COLORADO SPRINGS

2880 INTERNATIONAL CIR COLORADO SPRINGS 80910

Address Dir Street Name Type Suite City Zip Code

[Clear](#)

-Select Owner- Owner: EL PASO COUNTY FACILITI Owner Ph: (719) 327-2880

Parcel: 6416303006

Valuation: 45000

Update Plan

Add Images Add Single Image Edit Comment Delete Image View Image

Type	Status	Comment	Locked?	Date
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## 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. (This will generally not be a problem for sign applications, since the files sizes tend to be small. Contractors that submit larger plans will sometimes need this.)

Address: 2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910  
 Project: SIGN  
[Upload single plan image](#)

Upload one or more PDF File for review with this plan. Specify the type of image being uploaded from the dropdown list, and enter an optional comment. The Image types 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 submitting a revised image. Click the Browse button in the File column to select a file on your computer to upload. Links to downloadable applications or additional information about each type are provided when available. You can upload 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:**

- [Sign Application -- Colorado Springs](#)
- Plan Image (OPTIONAL)
- Site Plan (OPTIONAL)
- Elevation Drawing (OPTIONAL)
- Other

\* OPTIONAL: Not all Sign plans require this type of image, or you may be able to combine this with another image type. Upload if necessary for this particular plan.

**All required image types must be uploaded prior to submitting.**

Plan Image Type	Required?	Comment (OPTIONAL)	PDF File
Sign Application -- Colorado Springs ▾	REQUIRED		Browse...
Plan Image ▾			Browse...
Site Plan ▾			Browse...
Elevation Drawing ▾			Browse...
Other ▾			Browse...

### 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. Fees are not collected until the permit is issued.

The screenshot shows a web browser window with the URL <https://www.pprbd.org/> and the page title "PPRBD: EPlan #3852". The form is titled "Status: Incomplete (Not submitted for review yet)".

**Submit this plan for review.**

Does this project include Freestanding or Monument signs?  Yes  No  
Does this project include Low Profile signs?  Yes  No

Contact:   
Phone:   
Email:   
(Separate multiples by ;)  
 YES. Send me an email at my contact address for Plan Review events.

Plan #:   
Project:

Comment to Reviewer (OPTIONAL):

Project Address:  
Allowable Jurisdictions:

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

[Clear](#)

-Select Owner-  Owner Ph:

Parcel:   
Valuation:

Type	Status	Comment	Locked?	Date
Sign Application -- Colorado Springs	Uploaded			11/7/2014 10:02 AM
Plan Image	Uploaded	V1 11/07/2014 10:02 AM:		11/7/2014 10:02 AM

If a valid sign application has been submitted, this electronic plan will be assigned a plan tracking number and the review will begin. Otherwise, it will be returned to you along with an email explaining what was 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.

## 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.

The screenshot shows a web browser window at <https://www.pprbd.org> with the page title "PPRBD: Electronic Plans". The page contains several bullet points and a table of plans.

- [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.

Navigation buttons: [Details](#) [New Plan](#) [Delete Plan](#) [View](#) [Export](#)

Incomplete/Open/Recently Closed Plans: 1

EPlan	Plan #	Submitted	Address	Project Description	City	Zipcode	S
<a href="#">3852</a>	<a href="#">C78805</a>	11/07/2014	2880 INTERNATIONAL CIR	SIGN	COLORADO SPRINGS	80910	<a href="#">O</a>

- 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).

The screenshot shows the details page for Plan C78805. It includes a table of signs, contact information, and a table of image reviews.

### Signs for this plan

Permit	Address	Project	Value
	2881 INTERNATIONAL CIR	FREE STANDING SIGN	0
	2030 AIRPORT RD	LOW PROFILE SIGN ILLUMINATED	0
	2880 INTERNATIONAL CIR	WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED	0

There are Electronic Plan Images associated with your plan. Use the Edit button to go to the Electronic plan where you can upload additional documents and resubmit the plan if necessary.

Contact:  Phone:  Email: [myemail@myserver.com](mailto:myemail@myserver.com)

[Edit](#) Electronic Plan Images (3)

Image Type	Comment	Status	Reviewer	File Type	Date
Plan Label	C78805	Open Review *		PDF	11/7/2014
Sign Application -- Colorado Springs		Open/Approved		PDF	11/7/2014
Plan Image	V1 11/07/2014 10:02 AM:	Open/Disapproved *		PDF	11/7/2014

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

Required Departments: 3 [Log Entries: 4](#)

Department	S	Date	Inspector	Comment
Construction	D	11/7/2014	<a href="#">JIMA</a>	See corrections on plan
Enumeration	A	11/7/2014	<a href="#">AMY</a>	
<a href="#">CO Springs DRE</a>	A	11/7/2014	<a href="#">KSCHMITT</a>	(see full review)
<a href="#">Floodplain</a>	N	11/7/2014	<a href="#">RBD_GIS</a>	Autogenerated Review: Outside 100 Year Floodplain

## 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](#).

The screenshot shows a web browser window with the URL <https://www.pprbd.org> and the page title "PPRBD: EPlan #3852". The main content area displays the following information:

Status: Incomplete (Upload additional images and resubmit)

**Submit this plan for review.**

Does this project include Freestanding or Monument signs?  Yes  No

Does this project include Low Profile signs?  Yes  No

Contact:

Phone:

Email:   
(Separate multiples by ;)

YES. Send me an email at my contact address for Plan Review events.

Plan #:  Disapproved

Project:

Comment to Reviewer (OPTIONAL):

Project Address:  
Allowable Jurisdictions:   
**2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910**

Owner:  Owner Ph:

Parcel:

Valuation:

Type	Status	Comment	Locked?	Date
Plan Label	Open Review	C78805		11/7/2014 10:14 AM
Sign Application -- Colorado Springs	Open/Approved			11/7/2014 10:06 AM
Plan Image	Closed	V1 11/07/2014 10:02 AM:		11/7/2014 10:36 AM
Review Set	Disapproved			11/7/2014 10:36 AM

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

After all required departments have approved the plan, we will generate the final combined/approved plan image, and approve it for permit. 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 permits 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.

Signs that were approved electronically can be issued online or in person. Signs that were approved on paper can only be issued in person, because we will need to review and scan the approved paper plan at that time. Freestanding and Low Profile signs are assigned separate addresses from the main structure, while other types of signs can have the same address as the main structure. After the plan is approved, you will have one or more permits that can be issued. These can be issued either from the Electronic Plan details page (see below) or from the New Permit page (see next screen capture).

On the Electronic Plan Details page, click the row of the permit you want to issue first and click the green Issue Permit button.

Type of Plan: Sign [Help/Walkthrough](#)

Status: Approved for Permit

**This approved plan will be split into multiple permits. They can be purchased all at once, or individually. Select a row below and click the Issue Permit button to get started. Return to this page (or the New Permit page) to add each approved sign project in this plan. Zoning fees will be added to the first permit. You may need to scroll down on the permit page to see the prompt to confirm the sign details.**

Permit	Address	Project	Value
	2881 INTERNATIONAL CIR	FREE STANDING SIGN	0
	2030 AIRPORT RD	LOW PROFILE SIGN ILLUMINATED	0
	2880 INTERNATIONAL CIR	WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED	0

Alternately, you can go straight to New Permit on the Permits menu. If you select Sign and “From Approved Plan” you will have the same list of approved signs to choose from in the dropdown list. If you return to this page after adding a permit to your Checkout queue, only the sign permits not yet issued or in the Checkout queue will still appear in the dropdown list.

[Help/FAQ: New Permit](#)

Enter basic information about the permit, including Department and Total Valuation. (Hit Tab or Enter after entering the Valuation to continue.) You will be prompted for additional information if necessary.

Sign  From Approved Plan  - Select -  Total Valuation

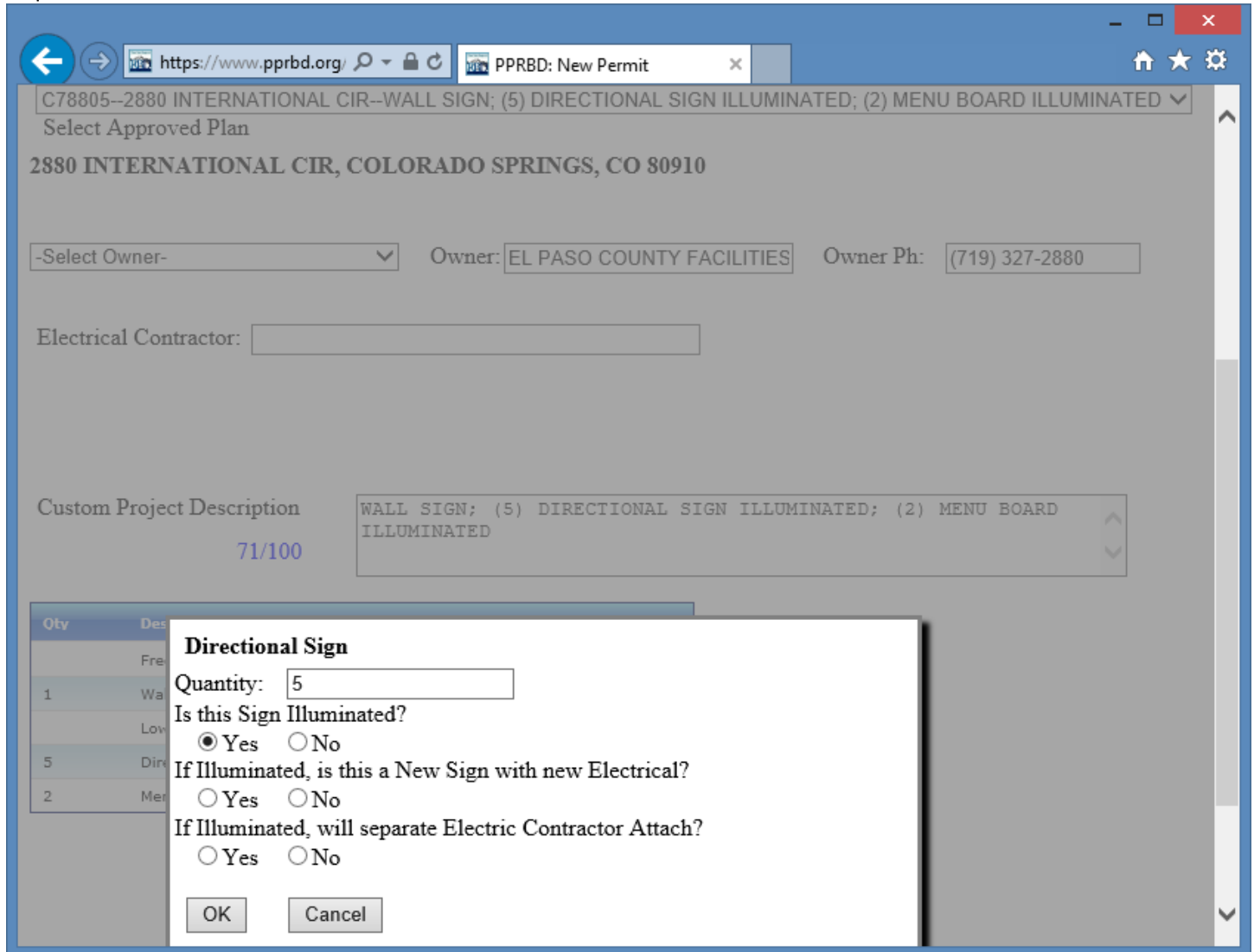
**-Approved Plan-**  
C78805--2881 INTERNATIONAL CIR--FREE STANDING SIGN  
C78805--2030 AIRPORT RD--LOW PROFILE SIGN ILLUMINATED  
C78805--2880 INTERNATIONAL CIR--WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED



### New Permit form:

Either of the above methods will take you to the same place, where you confirm the approved sign details to get the permit. The address, quantity and type of signs are pre-filled in. You will need to answer questions about whether this is new or existing electrical and whether an electrical contractor will attach, as well as confirming the valuation. (If the sign is not illuminated, the answer is No to all three questions.) You may need to scroll down the page to see the sign questions. Click Submit when ready to add this to your Permit Checkout Queue. Return to the Electronic Plan Details or New Permit page if necessary, to issue additional permits from this plan.

At the time the permit is issued, you are allowed to update the owner, phone and valuation. Other information from the approved sign plan cannot be changed at this point when issuing online, including the permit address, the types of signs, the quantity and whether the signs are illuminated or not. You can choose to issue permits for fewer signs than what was approved, but you cannot issue more or different signs from what was approved. If you need to change this information, you will need to contact the building department or plan reviewer. Some types of changes may require an additional review.



Browser address bar: <https://www.pprbd.org/> PPRBD: New Permit

Select Approved Plan  
C78805--2880 INTERNATIONAL CIR--WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED

2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910

-Select Owner- Owner: EL PASO COUNTY FACILITIES Owner Ph: (719) 327-2880

Electrical Contractor:

Custom Project Description: WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED (71/100)

Qty	Description
1	Fre
1	Wa
1	Lov
5	Dir
2	Men

**Directional Sign**  
Quantity:   
Is this Sign Illuminated?  
 Yes  No  
If Illuminated, is this a New Sign with new Electrical?  
 Yes  No  
If Illuminated, will separate Electric Contractor Attach?  
 Yes  No  
OK Cancel

## Checkout/Paying for the Permits:

- If multiple permits are being issued from the same plan, the Zoning fees will only be applied to the first permit issued.
- You need to select a Use Tax option for every permit issued. This is explained in the text on the page. You can select the option either using the dropdown in the Use Tax Method column, or by applying the same option to all permits in queue with the button at the bottom of the page.
- You can add as many different permits to queue before checking out as you want. A Convenience fee applies to online and over the phone transactions, but is charged per transaction, not per permit.
- Click the Check Out menu when ready to pay for the permits. (You can also use the Delete menu to remove items from queue, if not ready.)

An El Paso County Use Tax option needs to be selected for all permits issued within the county. There are three main options, which are explained in more detail by following this link: <http://adm.elpasoco.com/BudgetAdministration/SalesandUseTax/Documents/UseTaxPolicies.pdf> If you pay Use Tax at the time of permitting (using either Valuation method below), you will be able to print out a Use Tax Receipt which shall serve as the Exemption Certificate for use when purchasing building and construction materials.

- **Affidavit** -- Permit applicant signs affidavit that all Use Taxes will be paid in the form of sales tax at time of purchasing the material from suppliers/retailers located within El Paso County. Use Tax will not be collected by RBD.
- **Job Material Valuation** -- Use Tax is calculated based on Valuation.

Before proceeding to checkout, you must select a Use Tax method for each permit. The amount of use tax due (if any) will be calculated based on the Valuation of the job and the Use Tax method chosen. An Administrative Fee is also collected unless the permit is exempt from the Use Tax. For more information see the above link or contact the Use Tax Administrator (520-6400 or [usetax@elpasoco.com](mailto:usetax@elpasoco.com) ). After purchasing the permit, you can print your Use Tax Receipt from either the Permit List or Permit Details page.

Check Out Add New Permit Edit Delete Permits: 3  
Total: \$825.00

Permit	Address	Project Description	Owner Name	Fees	Total	Use Tax Method
	2881 INTERNATIONAL CIR	FREE STANDING SIGN	EL PASO COUNTY FACILITIES CORP	Permit Fee: \$55.00 ADDRESS ASSIGNMENT FEE: \$30.00 CITY DEVELOPMENT REVIEW FEE: \$650.00	\$735.00	-Select-
	2030 AIRPORT RD	LOW PROFILE SIGN ILLUMINATED	EL PASO COUNTY FACILITIES CORP	Permit Fee: \$30.00 ADDRESS ASSIGNMENT FEE: \$30.00	\$60.00	-Select-
	2880 INTERNATIONAL CIR	WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED	EL PASO COUNTY FACILITIES CORP	Permit Fee: \$30.00	\$30.00	-Select-
TOTAL					\$825.00	

A use tax method must be selected for each permit in the checkout queue. You can either select individually by using the drop down list in the Use Tax Method column in the table above, or if you have multiple permits that should all use the same option you can select it here and use the button to apply the option.

Use Tax Method:

Help: Paying for permits in Checkout queue:

[http://www.pprbd.org/PublicAccess/Help\\_FAQ.aspx?Usertype=C#Permits\\_CheckoutPay](http://www.pprbd.org/PublicAccess/Help_FAQ.aspx?Usertype=C#Permits_CheckoutPay)

Help: Payment Accounts:

[http://www.pprbd.org/PublicAccess/Help\\_FAQ.aspx?Usertype=C#PaymentAccounts](http://www.pprbd.org/PublicAccess/Help_FAQ.aspx?Usertype=C#PaymentAccounts)

## After Checkout:

After checkout you will see a confirmation page showing that the permit (or permits) were successfully created, along with the new permit #. You can click that Permit # link to go directly to your permit. You will also get a confirmation email. See the help link on Permit Details for information on how to print a legal copy or receipt from there.

Permit(s) created successfully. You can click the permit # link(s) to view your permit(s). Receipts are available from the home page under the Receipts menu. A confirmation email has been sent.

Permits: 3

Permit #	Address	Owner	Project Description	City	Zipcode	Fee
<a href="#">J44799</a>	2881 INTERNATIONAL CIR	EL PASO COUNTY FACILITIES CORP	FREE STANDING SIGN	COLORADO SPRINGS	80910	\$739.00
<a href="#">J44800</a>	2030 AIRPORT RD	EL PASO COUNTY FACILITIES CORP	LOW PROFILE SIGN ILLUMINATED	COLORADO SPRINGS	80910	\$64.00
<a href="#">J44801</a>	2880 INTERNATIONAL CIR	EL PASO COUNTY FACILITIES CORP	WALL SIGN; (5) DIRECTIONAL SIGN ILLUMINATED; (2) MENU BOARD ILLUMINATED	COLORADO SPRINGS	80910	\$34.00

The Help link on your home page after logging on has information specific to your type of web account. This includes information on requesting inspections, viewing receipts and other web related questions.