

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Resubmitting Plans for Review

Before resubmitting plans for review, carefully check the plans to be certain all plan review comments have been addressed, and the submittal package is complete and accurate. Incomplete or incorrect information will result in plans being returned, and will cause another delay. After plans have been submitted they cannot be amended during the review process.

ADDRESSING PLAN REVIEW COMMENTS

Corrections must be made on full size sheets; attachments on 8 1/2" x 11" pages are not accepted. Amend plans using one of the following methods:

- Corrections may be done in hand using either blue or black ink, and initialed on both sets of drawings that were previously reviewed. If drawings are sealed, this must be done by an engineer or architect licensed by the state of Colorado.
- Plan review comments may also be addressed by completely reissuing the affected sheets. Stamp and seal new sheets. Insert the revised drawings and place the previously reviewed sheets on top of the set that is being resubmitted.

RESUBMITTING THE DRAWINGS

Time required to review the revised drawings is noted on the top right corner of the pages. It will indicate whether plans are to be checked in for standard review or are acceptable for a walk through review.

- If it is noted "OK" for walk through plans check, the plans may be reviewed at the front counter Monday through Friday at the following times:

Construction Review 8 a.m. - 3:45 p.m.

Mechanical, Plumbing or Electrical Reviews 9:00 - 11:45 a.m.

- If the plans require a standard review, drawings are checked in at the front counter. A date for target completion will be noted, however, this is an estimated time.

TRACKING THE STATUS OF YOUR PLANS

The progress of plans can be tracked on the web site at www.pprbd.org. by the address or assigned plan number indicated on the top left corner of the back sheet of the plans.

- Check by Address: Under PLAN CHECK, select PLAN BY STREET. Enter the street name. Select the address.
- Check by plan number: Under PLAN CHECK, select PLAN STATUS and enter the assigned plan number.

It's important for you to check the status of your plans to prevent further delays in your project; you will not be contacted. When the status indicates the plans are in the FINISH BIN, they are ready to be picked up.