ENUMERATIONS PLAN REVIEW REQUIREMENTS

COMMERCIAL PLAN REQUIREMENTS

Code Study Form
- Address with full street name, city and zip code
- El Paso County Tax Schedule number of the property; found on https://property.spataiest.com/co/elpaso/
- El Paso County Legal Description of the property; found on https://property.spataiest.com/co/elpaso/

Vicinity Map
- Show area at a glance with marker indicating location

Site Plan/Plot Plan of the Entire Lot and/or Parcel
- Proposed structure(s)(most detached structures will require separate address, assigned by the Enumerations Department)
- Cloud area of work for multiple addresses
  - On each lot include tax schedule number and lot number
- Access driveway into lot/parcel
- Street name in location in roadway (if corner lot list both street names)
- North arrow

Floor Plan for Multi-Tenant Existing Building (Interior Remodel)
- Demising walls to show separation of space per tenant from the hallway
- All current and vacant suite numbers posted (indicate vacant spaces). Compare these suite number against current permit history for accuracy
- North arrow

Floor Plan for Multi-Tenant New Building (Interior Finish)
- See Secondary Addressing Guide found on www.pprbd.org; addressing; forms, provide for review and approval by the Enumerations Department
- See Core and Shell plan/permit for secondary addressing that has been assigned to the entire building. Compare these suite number against current permit history for accuracy

RESIDENTIAL PLAN REVIEW REQUIREMENTS:

Site Plan/Plot Plan of the Entire Lot and/or Parcel
- El Paso County Tax Schedule number; found on https://property.spataiest.com/co/elpaso/
- El Paso County Legal Description of the property; found on https://property.spataiest.com/co/elpaso/
- Proposed structure
- Access driveway into lot/parcel
- Street name in location in roadway (if corner lot list both street names)
- North arrow

ADU (Accessory Dwelling Unit) Same Residential Requirements as Above Plus:
- Show existing home
- Show existing address
- Separate addresses will be assigned by the Enumerations Department