

# Pikes Peak REGIONAL Building Department

## RESIDENTIAL PLAN REVIEW

This packet is provided to assist in assembling a successful construction plan review submittal. The information is a summary of plan review requirements and is not intended as a substitute for the Code. Consult government departments in the jurisdiction of the site for additional criteria to meet their requirements.

### RESIDENTIAL BUILDING CODES

Jurisdictions served by Pikes Peak Regional Building Code adopted the following codes pertaining to residential:

2023 Pikes Peak Regional Building Code (PPRBC)

2021 International Residential Code (IRC)

2021 International Existing Building Code (IEBC)

2021 International Energy Conservation Code (IECC)

2021 International Swimming Pool and Spa Code (ISPSC)

2023 National Electrical Code (NEC)\*

\*Or most recent adopted edition by the State of Colorado

**The International Fire Code and amendments are adopted by the Fire Authority. Plans are reviewed for compliance with this code by the fire department.**

### PIKES PEAK REGIONAL BUILDING DEPARTMENT (RBD)

RBD enforces building codes through plan reviews and site inspections; tests and grants licenses to building and mechanical contractors, registers electrical and plumbing contractors who are licensed by the state of Colorado; oversees floodplain management; assigns addresses; and issues permits to build, alter, convert, repair, move or demolish structures. Pikes Peak Regional Building

Department provides services to:

Colorado Springs

El Paso County

Fountain

Green Mountain Falls

Manitou Springs

Monument

Palmer Lake

City of Woodland Park

### RESIDENTIAL PLAN REVIEW OVERVIEW

“Residential” is defined as one- and two-family dwellings, town homes, and their accessory structures. (Condominium projects of 3 or more units per building are classified as “Commercial.” ) Plans may be drawn and submitted by a home owner who intends to obtain the permit, a design professional licensed by the state of Colorado, or a contractor who holds a Building Contractor C (home builder) license or higher license.

### SITE SPECIFIC PLANS

These are residential construction plans for a determined site (site specific). Your plan requires reviews and approvals from the zoning department in the jurisdiction where site is located, and RBD’s Floodplain, Enumeration (addressing), Construction and Mechanical (HVAC) departments. (Plumbing and Electrical code requirements are addressed in the field during inspections.) If plans are modified during construction, the plans usually require another review and approval (called a “splice”).

## **MASTER PLANS**

A master plan is used to build two or more identical 1 - or 2-family homes on unspecified sites. After the master plans are reviewed and approved by RBD's Construction and Mechanical (HVAC) departments, the builder may obtain permits to build homes based on the plans. The building permit is issued for a plan after being reviewed and approved by the zoning department in the jurisdiction where site is located, and RBD's Floodplain and Enumeration (addressing). The site specific soils report and foundation design are provided with a copy of the plans in the field.

Master plans are valid for the code cycle in which it was approved. Construction is required to meet the codes in effect at the time the permit is issued and will be inspected accordingly. Master plans may only be used by those with at least a Building Contractor C license. An approved master plan may not bear any handwritten modifications (red lines) and all options must be clearly identified.

## **PLAN REVIEW FEES**

The plan review fee is paid when the submittal is checked in at the front counter or online prior to completing an electronic submittal. The fee is calculated as a percentage of the building permit fee that is based on the square footage of the proposed construction, (refer to the current permit fee schedule). RBD may assess additional fees in the following circumstances:

- A \$50 review fee of each option after two options (5 for engineered stamped) on a master plan, payable when the permit is issued.
- Review of changes to an approved and permitted plan (splice) is \$50 per hour; payable prior to the next inspection.

- With the third review of a plan, a \$100 per hour fee is assessed for each additional review.
- With the third submittal of a plan, a resubmittal fee of \$100 per submittal will be assessed.

Plan review or other fees may be charged by the zoning department in the jurisdiction where the site is located

## **TYPES OF CONSTRUCTION**

Components and requirements for residential plans differ between conventional and unconventional construction.

### **Conventional construction**

Residential plans of conventional construction do not require the seal and signature of a design professional licensed by the state of Colorado with the exception of the soils report, foundation design, and pre-engineered trusses. Conventional components include:

- A foundation of poured in place or block concrete with or without footers as loading and soils conditions dictate;
- Wood framed walls of nominal 2x hem-fir or better quality lumber spaced in compliance with the Code;
- Headers, beams and posts of dimensioned lumber, engineered wood laminate products, or listed steel products;
- Floor framing that consists of either dimensioned lumber or approved engineered joist or truss product; and
- Roof framing that consists of either dimensioned lumber or approved engineered rafter or truss product.

## **TYPES OF CONSTRUCTION (Cont)**

### **Unconventional construction**

Residential plans that differ from conventional construction must be sealed and signed by a design professional licensed by the state of Colorado. Examples of unconventional construction include:

- Steel beams to include all connections and splices
- Block or poured concrete walls, including approved insulated concrete forms (ICF), that extend beyond foundation
- Earth-sheltered or bermed
- Steel stud or post-and-beam
- Pre-engineered metal
- Structural Insulated Panel (SIP)
- Log homes/Pole barns
- Adobe or masonry brick
- Straw or tire bale
- Any conventional elements that exceed the limitations of the IRC

### **SPLICE (PLAN CHANGE) PROCEDURES**

Plans may be modified after the Permit is issued, and is referred to as a "splice". Splices may be submitted electronically through the permit holder's dashboard when they are logged into their PPRBD.org account. The "ADD SPLICE" button can be found on the Permit Details screen for each project. To process a paper splice, present one copy of the revised sheet(s) to the permit counter to obtain your Plan Labels. Paper splices will need to be scanned after final approval. There will be a fee to process a splice, with the minimum being \$50.

## **PREPARING THE RESIDENTIAL PLAN PACKAGE**

One complete plan is required and can be submitted via paper or electronically. You must keep the plan on the building site at all times and accessible to the inspectors. Electronic submittals will need to be printed and on the building site at all times and accessible to the inspectors. The scanned image will be retained at Pikes Peak Regional Building Department.

### **LABELING EACH PLAN SHEET**

*The following information is important for each sheet of your plans package:*

- Builder's name, address, phone numbers
- Architect, Engineer and Design Professionals' names, addresses, phone numbers
- Accurate and complete address of the building site
- Master plan number (if applicable)

### **DRAWINGS**

The plan must be in a clear and legible format on substantial paper, plastic or fabric material, or electronic means as approved by the Regional Building Official. With the exception of the site plan, plans are drawn to a scale no smaller than 1/8 inch = 1 foot, (1/4 inch = 1 foot is preferred). Lettering must be no smaller than 1/8 inch in height. Clarity is important for accurate review and transfer of plans to public record. Plans that do not meet these criteria can be rejected.

### **DIMENSIONS**

Dimensions (stated in English units) must be noted on all floor plans, elevations and sections. The conventional method for stating dimensions of openings is foot-inch by foot-inch for doors and windows. State any variation from this format on your plans for accurate measurement conversion.

## **CHECKING IN PLANS FOR REVIEW**

Before checking in plans for review, make certain all information is included and accurate. Plans cannot be amended until the conclusion of the review process that includes the above governmental departments. Incomplete or inaccurate information will require correcting and resubmitting plans for another review which will cause a delay.

## **PERMITTING**

In order to obtain the permit once the plans are approved, additional documentation may be required. For new homes, a tap fee receipt or septic permit must be provided. Contact Regional Building Department to verify all requirements prior to permitting.

## **RESUBMITTAL PROCEDURES**

Paper plans are required to complete an entire review cycle before they are released to the applicant or submitter. Electronic submittals provide a “progress set” during the review process that is available through the submitter’s web portal. It is up to the submitter to provide the redlined plan set to the design team. All plans must be resubmitted using the same format as the original submittal: paper or electronic. When resubmitting an electronic plan, complete revised documents, not single corrected sheets, must be provided. Paper plan re-submittals allow for a new page to be inserted into the plan set and the old page removed. ALL old pages are to be returned with the corrected set at time of re-submittal, regardless of the reason the page was replaced. Both procedures must occur PRIOR to the plan being resubmitted.

## PLAN REVIEW DEPARTMENTS

Contact information is listed in the typical order of the review process, and includes most departments. After plans are submitted for review, you may track the progress on our web site, under PLAN CHECK, by the assigned plan number or project address.

### **Pikes Peak Regional Building Department**

Plan Review	719-327-2880	<a href="http://www.pprbd.org">www.pprbd.org</a>
Enumeration	719-327-2960	<a href="http://www.pprbd.org">www.pprbd.org</a>
Floodplain Management	719-327-2889	<a href="http://www.pprbd.org">www.pprbd.org</a>
Elevators (if app)	719-327-2880	<a href="http://www.pprbd.org">www.pprbd.org</a>

### **Development Services (Zoning)**

Colorado Springs DRE	719-385-5982	<a href="http://www.coloradosprings.gov">www.coloradosprings.gov</a>
El Paso County Dev. Serv.	719-520-6300	<a href="http://www.co.elpasoco.com">www.co.elpasoco.com</a>
Fountain Planning & Zoning	719-322-2028	<a href="http://www.fountaincolorado.org">www.fountaincolorado.org</a>
Green Mountain Falls	719-684-9414	<a href="http://www.gmfco.us">www.gmfco.us</a>
Manitou Springs Planning	719-685-4398	<a href="http://www.manitousprings_co.gov">www.manitousprings_co.gov</a>
Monument Planning	719-481-2954	<a href="http://www.townofmonument.net">www.townofmonument.net</a>
Palmer Lake	719-481-2953	<a href="http://www.ci.palmer_lake.co.us">www.ci.palmer_lake.co.us</a>
Woodland Park Planning	719-687-5202	<a href="http://city-woodlandpark.org">http://city-woodlandpark.org</a>

### **Fire Authority\***

Colorado Springs	719-385-5982	<a href="http://www.coloradosprings.gov">www.coloradosprings.gov</a>
NE Teller (Woodland Park)	719-687-1866	<a href="http://www.netellerfire.org">www.netellerfire.org</a>

### **Engineering**

Colorado Springs	719-385-5979	<a href="http://www.coloradosprings.gov">www.coloradosprings.gov</a>
El Paso County	719-520-6460	<a href="http://www.co.elpasoco.com">www.co.elpasoco.com</a>

### **Health (septic)**

El Paso County Heath Dept.	719-578-3199 #3	<a href="http://www.co.elpasoco.com">www.co.elpasoco.com</a> <a href="mailto:HEASepcticinfo@elpasoco.com">HEASepcticinfo@elpasoco.com</a>
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### **Utilities\***

#### *Colorado Springs Utilities*

Applications and Permits	719-668-8111	<a href="http://www.csu.org">www.csu.org</a>
Gas/Electrical Division	719-668-8259	<a href="http://www.csu.org">www.csu.org</a>
Wastewater and Water Div.	719-668-8259	<a href="http://www.csu.org">www.csu.org</a>

*\*Suburban communities located outside of the city of Colorado Springs are served by several different utility providers and fire districts. Please call the appropriate phone number listed above under "Zoning" for information. Links to most cities and townships served by Regional Building Department are also available on our web site.*

# GUIDELINES FOR RESIDENTIAL CONSTRUCTION PLANS

This list is intended to be used as a guideline for preparing a completed plan submittal.

**Additional requirements may be requested during the plan review process.**

## **PLOT PLAN** *(Site specific plans only)*

Scaled to standard engineer's scale (1" = 20' recommended)

A site/plot plan review is required for all new construction plans. Contact the zoning department having jurisdiction for additional information.

- **Complete street address.**
- **Legal description of property.**
- **Property lines and dimensions.** Include side, front and rear yards.
- **All site improvements**, including existing and proposed new construction (deck, patio enclosure, garage, etc.)
- **Tax Schedule number** (County Clerk & Recorder)

## **ENERGY CODE DOCUMENTATION**

- IECC Certificate
  - For masters, one certificate is required for each below grade option:
    - Basement
    - Crawlspace
    - Walkout
    - Slab on grade
- Supporting documentation, when applicable, for the compliance method chosen
  - For masters, supporting documentation must be provided for each below grade option

## **MECHANICAL DOCUMENTATION**

- Residential HVAC Equipment Certificate
- Duct Design when forced air system is used, along with calculations
- Heat loss calculations
  - For masters, provide only the worst case heat loss calculation for each below grade option
    - Basement
    - Crawlspace
    - Walkout
    - Slab on grade

## **FOUNDATION PLAN**

- Type of foundation
- Type of under floor space
  - Basement
  - Crawl space (specify conditioned or vented)
  - Not excavated

**Structures will be required to have a soils report and engineered foundation design at the time of first inspection.**

# GUIDELINES FOR RESIDENTIAL CONSTRUCTION PLANS (CONT)

## **FLOOR PLANS**

Complete architectural floor plan for each level, including basement, that identifies:

- All interior dimensions
- Intended use of each room or area
- Location and dimension of each door
- Location and dimension of each window and type:
  - Single hung
  - Double hung
  - Casement
  - Sliding
  - Fixed
- Window well size
- Safety glass (tempered) where required
- Mechanical equipment location specified as:
  - Furnace/boiler, gas or electric indicated with thermal input values in BTU/hr
  - Water heater, gas or electric indicated
  - Floor drain
  - Vent stack
- Attic access, location and size
- Crawl space access, location and size
- Fireplaces as listed appliances with fuel source identified
- Smoke and carbon monoxide detector locations
- Area in square feet of each habitable room

## **EXTERIOR ELEVATIONS** (Master plans show options)

Illustrate all sides of the building to include:

- Finished grade (if known)
- Floor and plate heights
- Roof slope or pitch
- Roof material
- Exterior finish (wood, stucco, etc.)
- Attic ventilation information
- Crawl space ventilation information
- Chimney heights & distance to roof
- Roof drainage requirements

## **INTERIOR SECTIONS/DETAILS**

A minimum of one dimensioned section through the entire building is provided that identifies:

- Foundation
- Elevations of each level
- Framing material/description
- Floor levels
- Number of plates
- Finish grades, if known
- Insulation (match or exceed Energy Certificate)
- Stairs
  - Material
  - Rise/run dimensions
  - Handrail, guardrail
  - Head clearance
  - Landing
  - Stringer connection detail
  - Fire protection on underside, if any

# GUIDELINES FOR RESIDENTIAL CONSTRUCTION PLANS (CONT)

## **FIRE RESISTIVE CONSTRUCTION**

Information must be provided on plans to detail all fire resistive construction requirements:

### ***Exterior walls:***

- Locations of rated exterior wall(s)
- Fire protection details for rated exterior walls:
  - Listed assembly for all rated wall sections
  - Listed assembly for rated rim section
  - Listed assembly for all rated projections including but not limited to eaves, cantilevered floors, and decks
- Exterior wall opening percentages when exterior wall is required to be rated

### ***Two-Family Dwellings:***

- Fire protection details for dwelling unit separation:
  - Listed assembly for separation at walls
  - Listed assembly for separation at floor rims
  - Listed assembly for separation through attic, OR listed assembly for rated roof/ceiling assembly

### ***Townhomes:***

- Fire protection details for dwelling unit separation:
  - Listed assembly for separation at walls
  - Listed assembly for separation at floor rims
  - Listed assembly for separation through attic

## **FLOOR FRAMING PLAN**

Complete structural plan per floor that identifies:

- Framing material:
  - Dimensioned lumber
  - Engineered product (I joists)
  - Pre-manufactured product (floor trusses)
- If engineered material, include manufacturer and model description
- Spacing
- Post, beam and header size and locations
- Bearing walls, indicate stud size and spacing
- Number of trim & king studs for beams and headers
- Hangers and tie downs (at location on plans)
- If framing involves any steel to steel connections, provide details. Drawings may require the seal of a design professional licensed by the state of Colorado.



## **ROOF FRAMING PLAN**

Complete structural plan that includes:

- Framing material:
  - Rafters
  - Engineered product (I joists)
  - Pre-manufactured product (roof trusses)
- Spacing
- Over-framing shaded and noted
- Post, beam and header locations, size & material
- Bearing walls, indicate stud size and spacing
- Number of trim & king studs for beams and headers
- Hangers and tie downs (either at location on the plans or as a schedule on the plans)
- If **engineered wood trusses** are used, provide the following information.
  - Detail of each truss component produced by the manufacturer, stamped by a Colorado licensed design professional
  - Label all trusses on the roof framing plan with alphanumeric labels corresponding to the details (**Note: Truss manufacturer layouts are not accepted in lieu of framing plans.**)
  - Label all girder trusses with the number of plies
  - Indicate size and species of bearing chord or web
  - Specify all truss to truss connections

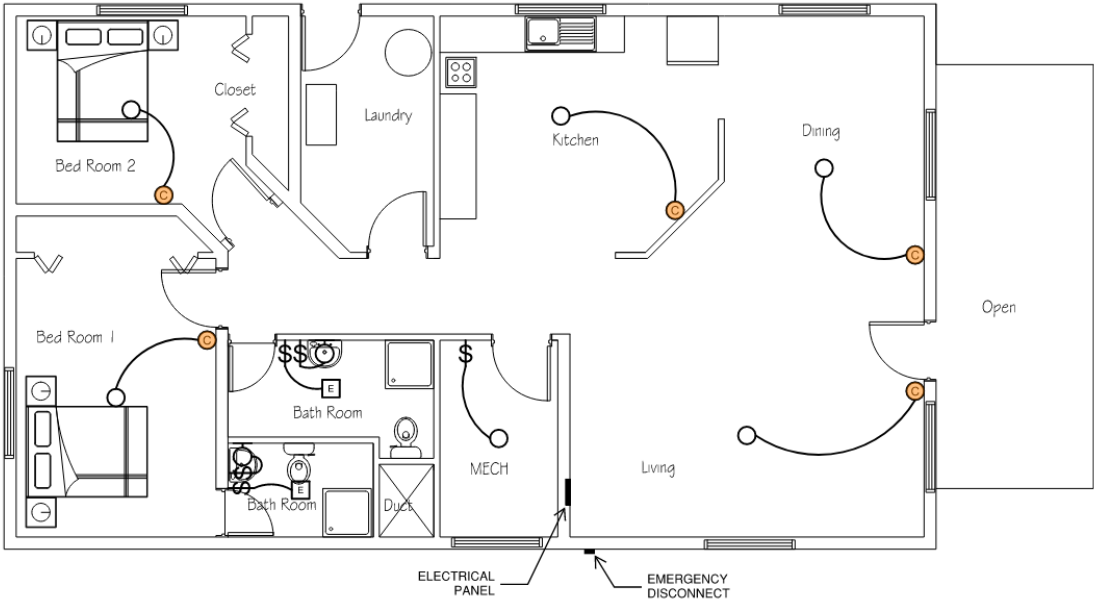
**ELECTRICAL PLANS**

- Provide overall floor plan, minimum scale 1/8" = 1'-0", with 1/8" minimum lettering.
- Show interior and exterior lighting controls, when required by unamended 2021 IECC R404.2 and R404.3.
- Show location of electrical emergency disconnect and electrical panel location.
- Provide generic fixture schedule.
- Show kitchen cabinet layout.
- If using Total Building Performance compliance path per 2021 IECC R405, indicate the requirement for an air barrier installed behind the electrical or communications box or air-sealed boxes.

PER RBC308.4.20 (AMENDMENT)  
R404.1 LIGHTING EQUIPMENT  
NOT LESS THAN 90% OF ALL PERMANENTLY  
INSTALLED LIGHTING FIXTURES, EXCLUDING  
KITCHEN APPLIANCE LIGHTING FIXTURES, SHALL  
CONTAIN HIGH-EFFICACY LIGHTING SOURCES.

GENERIC FIXTURE SCHEDULE	
FIXTURE TYPE	WATTS PER FIXTURE
TYPE X - HIGH EFFICACY	X WATTS
TYPE Y - RECESSED LUMINAIRE	Y WATTS

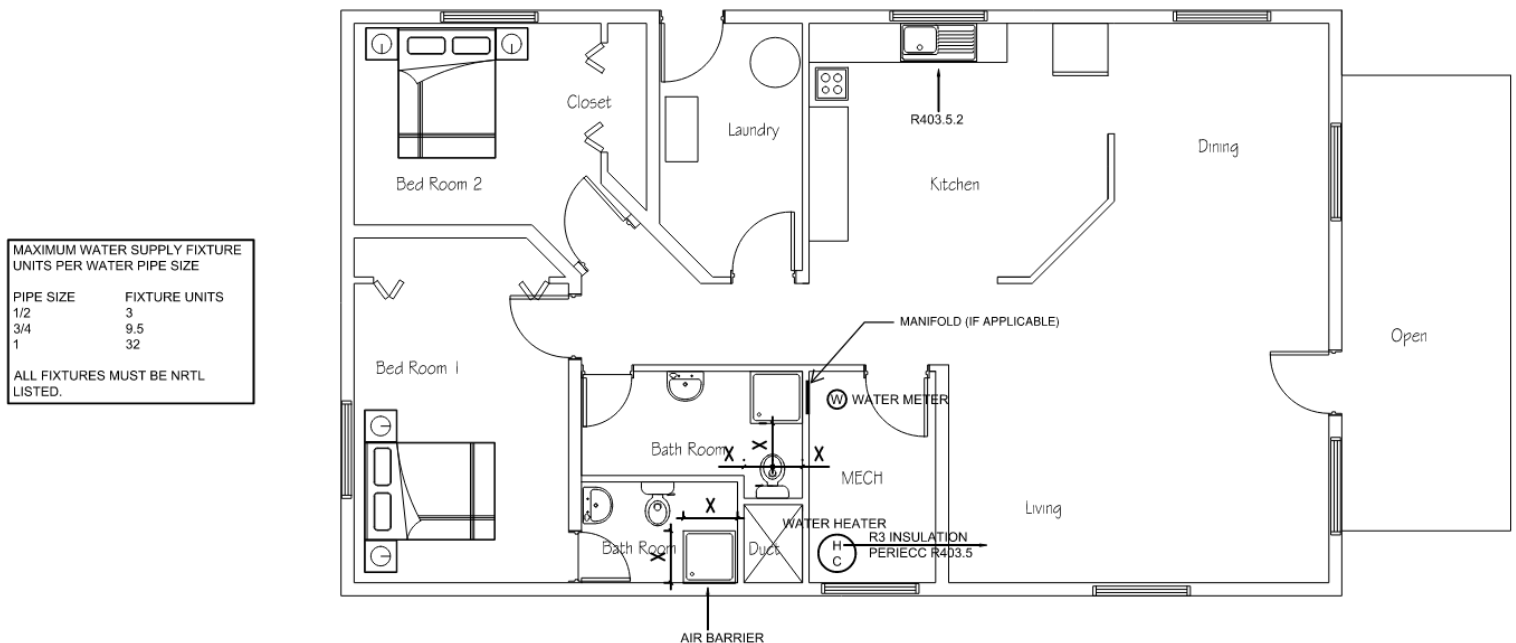
- [E] EXHAUST FAN
- [C] OCCUPANCY SENSOR - (NOT REQUIRED WHEN USING PPRBC AMENDMENT - RBC308.4.21)
- [S] SWITCH
- [O] RECESSED LIGHT
- [W] WALL MOUNTED LIGHT



**Electrical Plan (example)**

## **PLUMBING PLANS**

- Provide overall floor plan, minimum scale 1/8" = 1'-0", with 1/8" minimum lettering.
- Show locations of hot water pipe insulation per 2021 IECC R403.5.2 on plan or call out required location in note form.
- Show dimension of shower pan(s).
- Show minimum clearances at all water closet(s) per 2021 IRC P2705.1 (Side to side and front).
- Show air barriers for tubs and showers on exterior walls (See 2021 IECC R402.4.1.1).
- Show water meter location and location of manifold (if applicable).
- Include the following notes on the Plumbing Plan:
  - Maximum fixture units allowed per supply water pipe size: 1/2" pipe = 3 fixture units, 3/4" pipe = 9.5 fixture units, 1" pipe = 32 fixture units.
  - All fixtures must be listed by NRTL (Nationally Recognized Testing Laboratory)
- If utilizing a recirculation or demand plumbing system, show the location of the hot water loop on plans.
- If selecting reduced energy use in service water-heating as the Additional Energy Efficiency Option on



**Plumbing Plan (example)**