

Pikes Peak
REGIONAL
Building Department
2880 International Circle Colorado Springs, Colorado 80910

How To Submit An Electronic Splice and How To Resubmit A Disapproved Splice

➤ Submitting an Electronic Splice (The Original Splice)

If you are correcting a disapproved splice, DO NOT create a new splice. Please refer to the resubmittal instructions on page 3.

1. Sign in or Sign up: You must have an account and a homeowner/contractor ID to submit splices. Electronic splices can only be submitted for projects that have a plan number.
2. Once you are logged in to your account, click on Permits.
3. From the My Permits screen, click on the details button for the permit needing a splice.

My Permits

Date Range: All | Permit Status: Open and Admin-Closed

Search By: My Permits

Search for Permits | Clear

Count: 3

Show subcontractors (if applicable)

Permit #	Image	Address	Issue Date	Exp. Date	Contractor(s)	Fee	Valuation	Status	Dept.	Code	Project Description	Details
J56719		2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO, 80910	9/16/2016	5/19/2021	RBD TEST LICENSE		\$5,000	Open	Mechanical	437	INTERIOR REMODEL (TEST)	Details
J56719		2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO, 80910	5/5/2015	5/19/2021	RBD TEST LICENSE		\$5,000	Open	Electrical	437	INTERIOR REMODEL (TEST)	Details
J56719		2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO, 80910	3/5/2015	5/19/2021	RBD TEST LICENSE		\$100	Open	Building	437	INTERIOR REMODEL (TEST)	Details

1 - 3 of 3 records

4. Click on Add Splice

My Permits

Permit: J56719

2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO, 80910

Permit Status: Open (Expires 5/19/2021)

[Attach to This Permit](#)
[Request an Inspection](#)
[Upload Images/Documents](#)
[All Inspection codes](#)
[Add Splice](#)
[Request](#)

Permit Details

Property Owner: EL PASO COUNTY FACILITIES CORP

Address: 2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO, 80910

View Other Permits at this Address

Parcel #: 6416303006 Click to view Assessor Information

Map

38°49'33.5"N 104°47'30.2"W

R605+98 Colorado Springs, Colorado

View larger map

Temporarily closed

Veterans Memorial

- Click on the Save Changes button. (This must be done first, even if nothing has changed) Once you select the Save changes button you will be able to upload and submit splice documents.

VIDEO - How to submit an electronic plan

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

Electronic Plan:

Save Changes

Status: New Splice Plan for Plan Tracking

Type of Submittal: Plan Tracking

New/Remodel:

Type of Plan:

[Don't see your project? It may not require plans. Click HERE](#)

- Scroll down and add updated images by selecting either [Add Images](#) or [Add Single Image](#).

Project Address:
2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910

Allowable Jurisdictions:

Plan Images

*NOTE*THE DISAPPROVED SET WILL BE ACCESSIBLE UPON COMPLETION OF ALL DEPARTMENT F
disapproved "Review Set" file below or select the file and click "View Image" and select "In Browser" or "Do

[Add Images](#) [Add Single Image](#) [Edit Comment](#) [Delete Image](#) [View Image](#)

Type	Status	Comment
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- Upload & Submit Files. Be sure to select the correct Plan Image Type (based on original plan type). ONLY submit pages which apply to the splice and be sure to cloud all changes. Do not submit pages that are not relevant to the splice.

* MULTIPLE: More than one image of this type can be uploaded if needed. Plan Image Type is a dropdown list, and you can select this type more than once when uploading.
* OPTIONAL: Not all Splice (Modify Permitted Plans) 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.

Upload Files

Select file(s) to upload. Once complete, click the 'Upload Files' button.

Plan Image Type	Required?	Comment (OPTIONAL)	PDF File
Zoning Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Construction Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Mechanical Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Electrical Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Plumbing Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Fire Department Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>

- Don't forget to hit submit. Once the splice pages are uploaded and you are ready to submit, select Save Changes and then Select Submit Plan.

Electronic Plan: 46287

Save Changes **Submit Plan** **Cancel Plan**

Status: **Incomplete** (Upload additional images by clicking Add Images below. Click Submit when ready.)

Submit this plan for review.
[Help/Walkthrough - Click Here](#)

Enter address information fir:
automatically.

Owner:

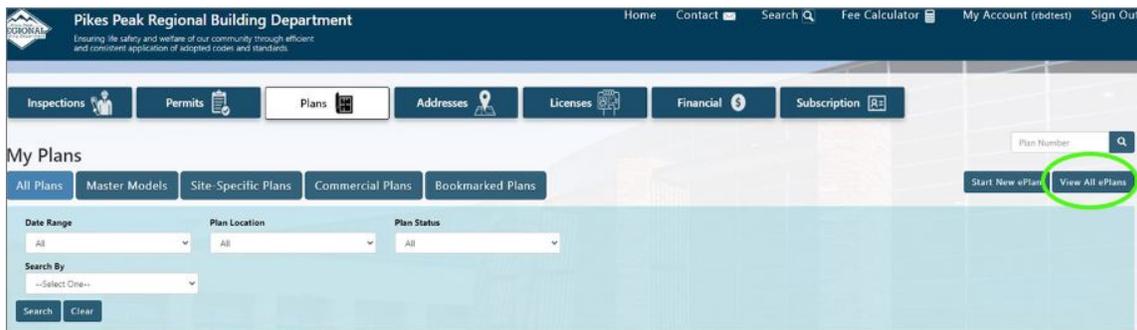
Owner Ph:



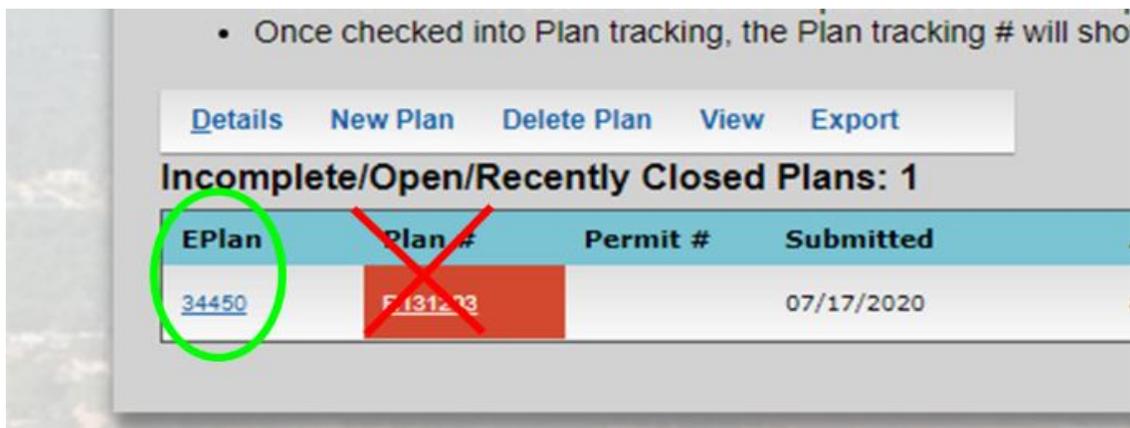
➤ **Resubmitting an Electronic Splice (Correction of a disapproved splice)**

Resubmittals: If your electronic splice has been disapproved, DO NOT create a new splice. Please do the following to upload and resubmit revised splice documents.

1. Sign in to your homeowner/contractor dashboard
2. Click on Plans
3. Click on View All ePlans



4. Click on the Eplan number associated with the splice that needs to be updated. Do NOT click on the Plan #. (This is a common mistake)



5. Scroll down and add updated images by selecting either [Add Images](#) or [Add Single Image](#).

Project Address:
2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910

Allowable Jurisdictions: COLORADO SPRINGS, MANITOU SPRINGS, EL PASO COUNTY, FOUNTAIN, G

Plan Images

NOTETHE DISAPPROVED SET WILL BE ACCESSIBLE UPON COMPLETION OF ALL DEPARTMENT F
disapproved "Review Set" file below or select the file and click "View Image" and select "In Browser" or "Do

[Add Images](#) [Add Single Image](#) [Edit Comment](#) [Delete Image](#) [View Image](#)

Type	Status	Comment
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6. Upload and Submit Files: Be sure to cloud all new changes before uploading. When resubmitting, **include ALL pages of the splice, not just the corrected sheets**. Click upload files when finished.

*** MULTIPLE:** More than one image of this type can be uploaded if needed. Plan Image Type is a dropdown list, and you can select this type more than once when uploading.
*** OPTIONAL:** Not all Splice (Modify Permitted Plans) 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.

[Upload Files](#)

Select file(s) to upload. Once complete, click the 'Upload Files' button.

Plan Image Type	Required?	Comment (OPTIONAL)	PDF File
Zoning Splice	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Browse...
Construction Splice	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Browse...
Mechanical Splice	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Browse...
Electrical Splice	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Browse...
Plumbing Splice	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Browse...
Fire Department Splice	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Browse...

7. Submit Plan: After uploading the updated images, don't forget to click submit plan. (Another common mistake)

Electronic Plan: 46287

[Save Changes](#) [Submit Plan](#) [Cancel Plan](#)

Status: **incomplete** (Upload additional images by clicking Add Images below. Click Submit when ready.)

Submit this plan for review.
[Help/Walkthrough - Click Here](#)

Enter address information fir
automatically.

Owner: EL PASO C

Owner Ph: (719) 000-