

## 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.spatalest.com/co/elpaso/>
- El Paso County Legal Description of the property; found on <https://property.spatalest.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(es)(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 show all 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](http://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.spatalest.com/co/elpaso/>
- El Paso County Legal Description of the property; found on <https://property.spatalest.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