

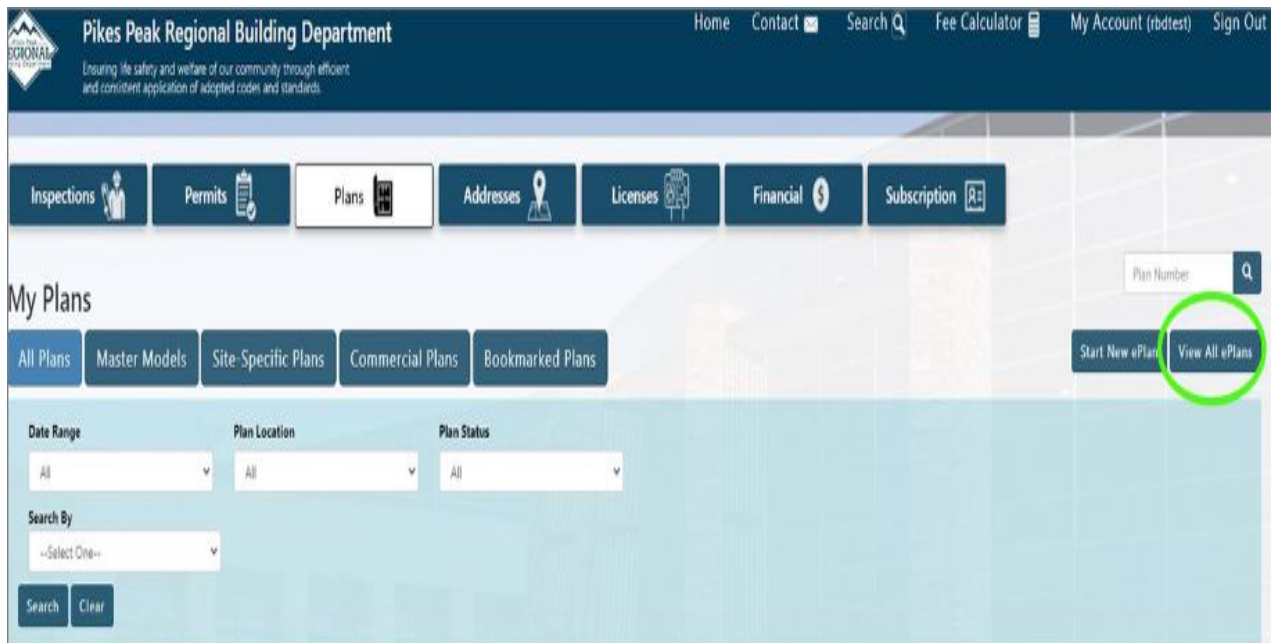
“HOW-TO” TUTORIALS FOR E-PLAN SUBMITTAL

➤ How To Start a New Electronic Plan

- See video for detailed instructions - <https://youtu.be/-R4mAh8LBCM>

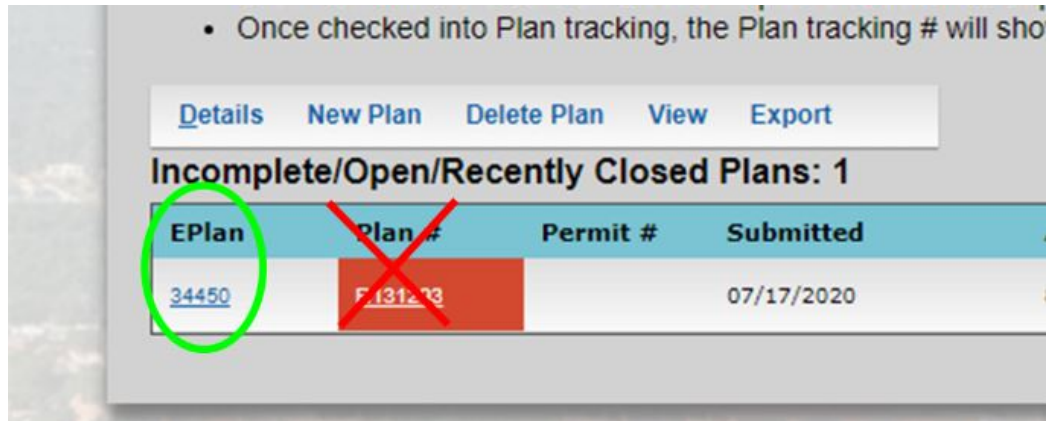
➤ How To Resubmit an Electronic Plan (Contractor)

- Log into your account
- Click on Plans
- Click on View all ePlans



The screenshot shows the Pikes Peak Regional Building Department website. The header includes the department name and navigation links: Home, Contact, Search, Fee Calculator, My Account (rbttest), and Sign Out. Below the header is a navigation bar with buttons for Inspections, Permits, Plans, Addresses, Licenses, Financial, and Subscription. The main content area is titled 'My Plans' and features a search bar for Plan Number. Below the search bar are buttons for 'Start New ePlan' and 'View All ePlans', with the latter circled in green. There are also filters for Date Range, Plan Location, and Plan Status, and a 'Search By' dropdown menu.

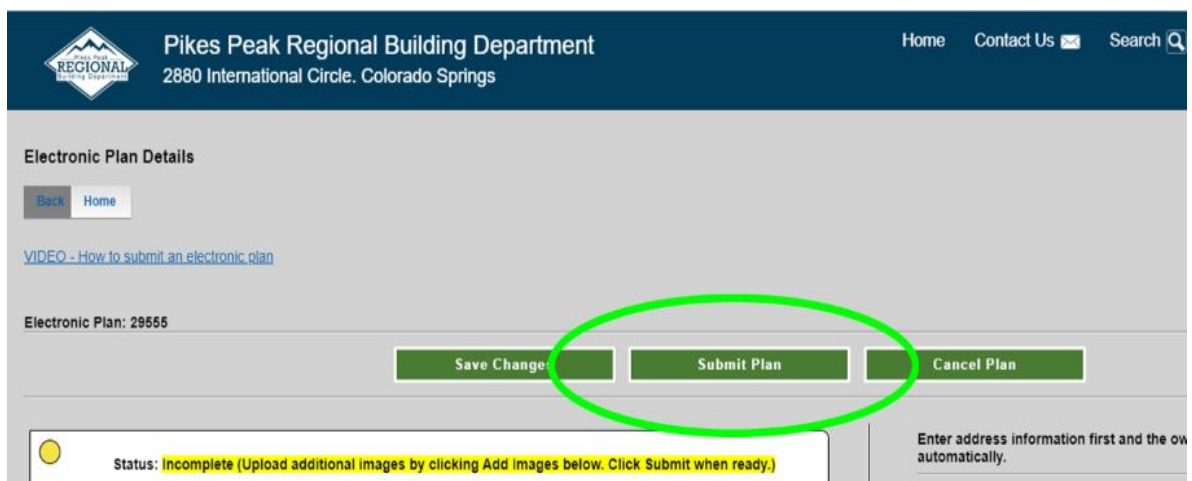
- Click on the Eplan number, NOT the plan number



- Go to the bottom of the page and add images
- Do NOT forget to hit the Submit Plan button when finished

➤ How To Resubmit an Electronic Plan (Homeowner)

- Log into your account
- Click on ePlans
- Click on the Details button associated with the project
- Go to the bottom of the page and add images
- Do NOT forget to hit the Submit Plan button when finished





➤ **How To Check the Status of Your Plan After it is Submitted**

- Log in to your dashboard
- Click on Home Plans or Plans
- Click on the Details button associated with the plans
- Scroll down to Required Departments

Required Departments ⓘ

Department	Status
WP Enumeration	Approved
WP Floodplain	N/A
WP Zoning	Approved
Construction	Disapproved
Electrical	Disapproved
Mechanical	Approved
Plumbing	Disapproved
NETC Fire	Pending
Hazmat	Pending
Waste Water	Approved
Water Division	Approved

- If you want to see comments left by the reviewer, you can scroll down to the next field called log entries.

Log Entries ⓘ

Date	Department	Status	Reviewer	Comments
8/27/2020	CO Springs DRE	Approved	ACSBORNE	No change of use, remaining automobile service. Exterior work is miniscule and no existing DIP is on file to modify. Approval is more appropriate than denial. Will require site inspection prior to signing off on CO (see full review)
8/27/2020	Hazmat	Disapproved	CSFIRE	Plans disapproved. Please see redlines on HMS and storage plan for details. View plan review report here: https://web1.coloradosprings.gov/PreventionPlanReview/EPS_WebFPS.asp Allow up to an hour for the reports to load to the servers.

- Plan Images - There will NOT be an image available until the plan is approved. If the plan is not approved yet, you will see this message.

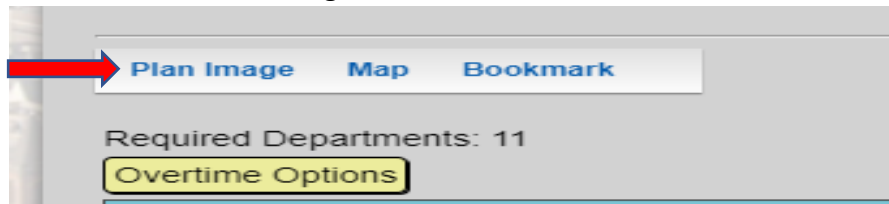
There are currently no plan images available for this plan.

➤ **How To Download an Approved Plan Set.** (You'll need this to get a permit)

- Log in to your dashboard
- Click on Plans
- Click on View All ePlans
- Click on the EPlan number NOT the Plan #
- Click on Plan # hyper link

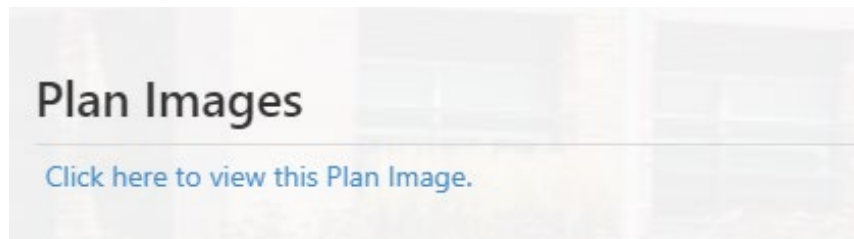


- Hover over the Plan Image button and select Download or View Plan Image



➤ **How To Find the Plan Image for a Plan Already Permitted**

- Log in to your dashboard
- Click on Plans
- Click on the Details button associated with the plan
- Click on the hyperlink - "Click here to view this Plan Image"





➤ How To View a Disapproved Plan Set

- Log in to your dashboard
- Click on “My eplans” (homeowner) or “Plans” (contractor)
- If Homeowner, click on the Details button associated with the project
- If Contractor, click on View All Eplans, then click on the eplan number, NOT the plan number
- Once on the ePlan details screen, click on View Disapproved Review Image (make sure pop-ups on your web browser are not blocked for PPRBD.org)

A screenshot of the "Electronic Plan Details" web interface. At the top, there are "Back" and "Home" buttons. Below them is a link: "VIDEO - How to submit an electronic plan". The plan number "Electronic Plan: 37981" is displayed. Two green buttons, "Save Changes" and "Submit Plan", are visible. A yellow warning box contains the text: "Status: **Incomplete** (Upload additional images by clicking Add Images below. Click Submit when ready.)". Below this, a paragraph explains that if a discipline is disapproved, all pages need to be re-submitted. A link "View Disapproved Review Image" is highlighted with a yellow box, and a red arrow points to it from the right. At the bottom of the box, it says "Submit this plan for review. Help/Walkthrough - Click Here".

- Be sure to read the **red line** comments for details