



Pikes Peak REGIONAL Building Department

2880 International Circle
Colorado Springs, Colorado 80910
Telephone: (719) 327-2880

PRE-SUBMITTAL CONSULTATION REQUEST FORM

PROJECT NAME:

PROJECT DESCRIPTION:

PROJECT ADDRESS:

TAX SCHEDULE NUMBER:

INDICATE THE SPECIFIC DISCIPLINES REQUESTED TO BE PRESENT AT THE PRE-SUBMITTAL CONSULTATION

Construction Mechanical Plumbing Electrical Enumerations/Floodplain

ESTIMATED DURATION OF PRE-SUBMITTAL CONSULTATION: _____ hour(s)

FEE IS \$50 PER HOUR PER DISCIPLINE REQUESTED

COMPANY NAME:

COMPANY ADDRESS:

COMPANY CONTACT:

PHONE #:

EMAIL:

PERSON REQUESTING PRE-SUBMITTAL CONSULTATION: _____
(Guarantor of Payment for Pre-Submittal Consultation)

DESIGN PROFESSIONALS IN ATTENDANCE (IF APPLICABLE)

NAME	DISCIPLINE	COMPANY	EMAIL

SIGNATURE OF GUARANTOR: _____ DATE

PLEASE NOTE: THIS REQUEST FOR PRE-SUBMITTAL CONSULTATION IS NOT GUARANTEED AND IS SUBJECT TO STAFF AVAILABILITY AND APPROVAL BY PLAN REVIEW STAFF. PRE-SUBMITTAL CONSULTATION QUESTIONNAIRE IS REQUIRED TO ACCOMPANY THIS REQUEST.

(THIS SECTION IS FOR INTERNAL USE ONLY)

DATE OF REQUEST:	Request Approved	Request Denied
Estimated Consultation Fee: \$		
PRINT NAME:	TITLE:	
SIGNATURE: _____	DATE:	
Date/time of meeting:		
Staff in attendance:		

PRE-SUBMITTAL CONSULTATION QUESTIONNAIRE

Please provide as much information as possible to determine if a consultation is necessary, or if another method of communication may be more appropriate.

Consultations are reserved for projects that have not yet been submitted, and require interpretation on code related issues. A pre-review of plans will not take place during these meetings. Please only request PPRBD departments that are directly related to the questions or code issues to be addressed, and request only a time allotment necessary to address the issues. Once a meeting is arranged, please be prepared with a list of questions to make sure all areas of concern are addressed in a timely and efficient manner. Meetings will be conducted virtually, using Microsoft Teams, with an invitation sent to all contacts listed on the request.

Please refrain from requesting a meeting only to introduce the project, or to “meet and greet” with department staff. Our goal is to make each meeting as productive and timely as possible for staff and submitter alike.

If the question or issue can be addressed in 15 minutes or less, please utilize our walk-thru plan review appointment option. These appointments can be scheduled on our website, may occur at either of our locations, and are free of charge.

Dates and times available for consultation:

Date 1: _____ Times: _____

Date 2: _____ Times: _____

Are you interested in having a representative from any outside agencies (e.g. Fire, Zoning, Etc.) attend the consultation? While an invitation can be extended, attendance by outside agencies cannot be guaranteed. Please specify which agencies or representatives, along with their email addresses.

Agency: _____ Contact: _____

Agency: _____ Contact: _____

Agency: _____ Contact: _____

Is the intention to do a phased submittal for the project (i.e. foundation only, superstructure, etc.)?

Provide brief summary of code related issues to be discussed. Include any code plans, as necessary, with the request.