

# Plan Check Policies

## CODE STUDY FORM

PPRBD requires that all commercial plans include a "Code Study Form". This form can be located under the "Plan Review" menu at <http://www.pprbd.org/> or from the following link: [Code Study Form](#). This document must be stamped by the design professional of record. Plans without a Code Study Form will not be checked in at the front counter.

## SINGLE PLAN (STANDARD SUBMITTAL)

PPRBD requires only one set of plans for all projects. After the plans have been reviewed and released for permit, they are then scanned into our records. The approved hard copy of the plan set is then placed in the "Finished Bin" for the client to pick up and deliver to the job site for construction. PPRBD inspectors will also utilize this hard copy set during inspection visits. Electronic plan submittal is also an option in most jurisdictions we serve.

## ONE PLAN, ONE BUILDING

Pikes Peak Regional Building Department requires that each plan set submitted contain no more than one building. A single building per plan package will simplify and expedite the plan review and enumerations process.

**EXCEPTION:** The following projects may include multiple structures on one plan. Under these conditions a common plan is acceptable but separate permits and separate Code Study Forms will be required for each structure.

- Mini storage facilities of one occupancy group, (office and / or caretakers quarters must be on a separate plan)
- Convenience store or gas station plans may include a canopy and / or car wash,
- Any group of buildings that share a common foundation.
- All accessory buildings for an apartment project may be included together in one plan set.

## MULTIPLE BUILDINGS WITH ONE DEVELOPMENT PLAN

When a development consists of multiple buildings, (apartments, townhomes, condominiums, etc.) a single plan set is required for each different building type. A copy of the development plan must be included with each plan set.

**EXCEPTION:** When two or more buildings on the development are identical, only one plan set, clearly identifying the location of each building, is needed for identical buildings. A site plan is required for all buildings.

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### SPLICES

When the permitted plan set is modified due to field revisions, design changes, or any other reason, Regional Building requires that these changes be “spliced” into the plans so that our records are consistent with the construction taking place.

- All splice submittals start at the Plan Review Counter, where our Support Specialist will assign the required departments based on the extent of revisions made.
- One set of splice sheets is required for splice submittals that are checked in for review. If the plans are being walked through for review, two identical sets are required. This allows Regional Building to keep one set of splice sheets for scanning and release the other set for delivery and inclusion into the field set, without the customer waiting for scanning.
- All revisions made to the plans must be clearly indicated by clouds and deltas, or by circling the changes. (Please note: Do not highlight the changes on the plans. Highlighting will not appear on the scanned computer images)
- Regional Building Plan Review requests that splice submittals include a summary letter that provides a list of all changes made to the plans. This allows for more splices to meet the walk-through time criteria listed below and expedite PPRBD’s review process.
- Splices may be walked through the Plan Review counter only if the review can be completed within the 15 minutes allocated to each customer per discipline, otherwise the splice must be checked in for review.
- The field set is not required as part of the splice submittal. Plan Reviewers can utilize the previously scanned images in RBD’s records to complete the review.