



# Information about Regional Building Commission, Boards and Committees

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## Monthly Meetings

Regional Building Commission  
3:00 p.m., fourth Wednesday

Advisory Board to Commission  
12:30 p.m., third Wednesday

Board of Appeals  
1:00 p.m., third Wednesday

Board of Review  
10:30 a.m., third Wednesday

Technical Committee  
9:00 a.m. first Wednesday

Licensing Committee  
9:00 a.m. second Wednesday

## Agenda deadlines

Two weeks prior to meeting

Pikes Peak Regional Building Department was formed by the Colorado Springs City Council and the El Paso County Board of Commissioners in 1966, and expanded in 1982 to include the suburban communities of Fountain, Green Mountain Falls, Manitou Springs, Monument and Palmer Lake.

The Department is administered by the Regional Building Commission, a 3-member panel comprised of a Colorado Springs City Council member, El Paso County Commissioner, and a representative selected by the additional five participating jurisdictions.

## Variance Requests

Applications for minor variances to codes are considered by the Technical Committee. Committee decisions are recommended to the Board of Review that makes final decisions. Members of the committees and boards are appointed by the City Council of Colorado Springs and the El Paso County Board of Commissioners.

To apply for a variance: Fill out the Variance Request Application form, and attach appropriate materials, sketches or plans. The application may be hand delivered or mailed to Regional Building Department. If mailed, please write VARIANCE REQUEST on the envelope.

Additional information may be requested and must be received before the deadline for all submittals. Information received after the deadline is subject to the approval of the Chief Inspectors.

Applications received after the deadline are postponed until the next scheduled meeting of the committee. The Building Official will only consider exceptions to the deadline if there are valid, extenuating circumstances.

Consent Calendar variance requests are usually acted on as a whole unless called up by a member of the committee or public. If an item is called from the Consent Calendar, it may be necessary for the applicant to be present to represent the item. If the variance request is not a Consent Calendar item, the applicant MUST ATTEND the meeting to represent the item. Arrive at the start of the meeting. Items are called in numerical order of the meeting Agenda.

Agendas are posted on the web site and at Pikes Peak Regional Building Department, or call 327-2880.

## Inside

**Variance Application Form**  
**Meeting & Agenda Schedule**  
**Committee and Board Information**

## 2018 Schedule

## REGIONAL BUILDING BOARDS AND COMMITTEES

Technical Committee	<u>Meeting Date</u> January 3, 2018 February 7 March 7 April 4 May 2 June 6 July 3 August 1 September 5 October 3 November 7 December 5
Licensing Committee	<u>Meeting Date</u> January 10, 2018 February 14 March 14 April 11 May 9 June 13 July 11 August 8 September 12 October 10 November 14 December 12
Board of Review Advisory Board Board of Appeals	<u>Meeting Date</u> January 17, 2018 February 21 March 21 April 18 May 16 June 20 July 18 August 15 September 19 October 17 November 21 December 19
Building Commission	<u>Meeting Date</u> January 24, 2018 February 28 March 28 April 25 May 23 June 27 July 25 August 22 September 26 October 24 November 28

## Protocol at meetings

# Regional Building Boards and Committees

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## Protocol for Board and Committee meetings

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*The following information is intended as a guide to the process of requesting a variance or addressing another item at a meeting of the Technical Committee, Licensing Committee or the Board of Review. It is helpful to retain a copy of your variance request application as a reference for the meeting.*

1. Please arrive at the start of the meeting. Agendas are available at RBD and the web site, but the length of time before your item is called cannot be determined in advance. You must be present when your item is called or it will be postponed until the next month's meeting. (If your item is not called before noon, the Committee Chairman will ask you to return after a lunch break.)
2. The chairperson of the committee or board presides over the meeting, and for each item calls for questions from the members.
3. When your item is called, stand at the lectern and state your name and address into the microphone.
4. If you wish to have a representative (architect, attorney, contractor or other individual) speak on your behalf or offer additional information, inform the chairperson at this time. The individual will come to the lectern and state their name and position (or profession) in regard to the item at issue.
5. You may also provide additional materials or drawings to explain the variance request; however, if lengthy study is needed, your variance request may be postponed until the following month if you did not present them with your variance request application.
6. The committee may ask a member of the Regional Building Department staff to clarify code or answer questions about the item.
7. A motion will be made, seconded and then voted upon by the members. This is a recommendation by the committee to the Board of Review - it is not a final decision.
8. The Board of Review meets the third Wednesday of each month, and considers the actions recommended by the Technical and Licensing Committees. **When the Board of Review approves the Committee's recommendations, the decision is considered final.**

Minutes of Committee and Board meetings are available to the public, and are posted on RBD's web site.

9. Occasionally, the Board of Review rejects a recommended action and returns the item back to a Committee for reconsideration. If you need to return to the Committee the following month, you will be advised.
10. If a variance request is denied, you may appeal the decision to the Board of Review. (The same meeting protocol as outlined above is followed at the Board of Review meeting.)

## Appointments and Terms

# Regional Building Boards and Committees

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## Board of Review

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The Board is authorized to propose standards and interpretations of the building code; to grant or deny minor variances to codes; to grant, suspend or revoke contractor licenses; and impose restrictions or requirements of contractors. The Board is comprised of an architect, citizen-at-large, building contractor (A or B licensed), building contractor (A, B or C licensed), and engineer (structural, electrical or mechanical). The Colorado Springs City Council and the El Paso County Board of Commissioners appoint members to serve three-year terms.

*The following Advisory Committees to the Board of Review are responsible for contractor registering or testing and licensing, reviewing work performance, and interpreting and granting minor variances from the code.*

## Technical Committee

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The Committee reviews minor variance requests under the codes. The Committee is comprised of an Architect, Engineer, Electrical Contractor, Mechanical Contractor "A", Building Contractor "A", Master Plumber, and a Citizen-at-Large. The Colorado Springs City Council and the El Paso County Board of Commissioners appoint the members to serve three-year terms.

## Licensing Committee

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The Committee reviews testing, experience and licensing of applicants (electrical and plumbing contractors are licensed by the State of Colorado, but must register to perform work in this jurisdiction), and hears complaints against contractors. The Committee is comprised of an Architect, Banker, Building Contractor (A, B or C licensed), Building Contractor (A or B licensed), Building Contractor (D licensed or sub), Citizen-at-Large, and Structural Engineer. The Colorado Springs City Council and the El Paso County Board of Commissioners appoint members to serve three-year terms.