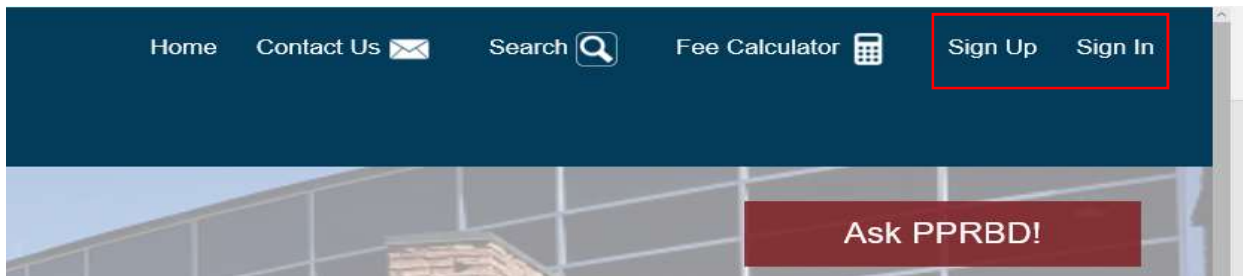


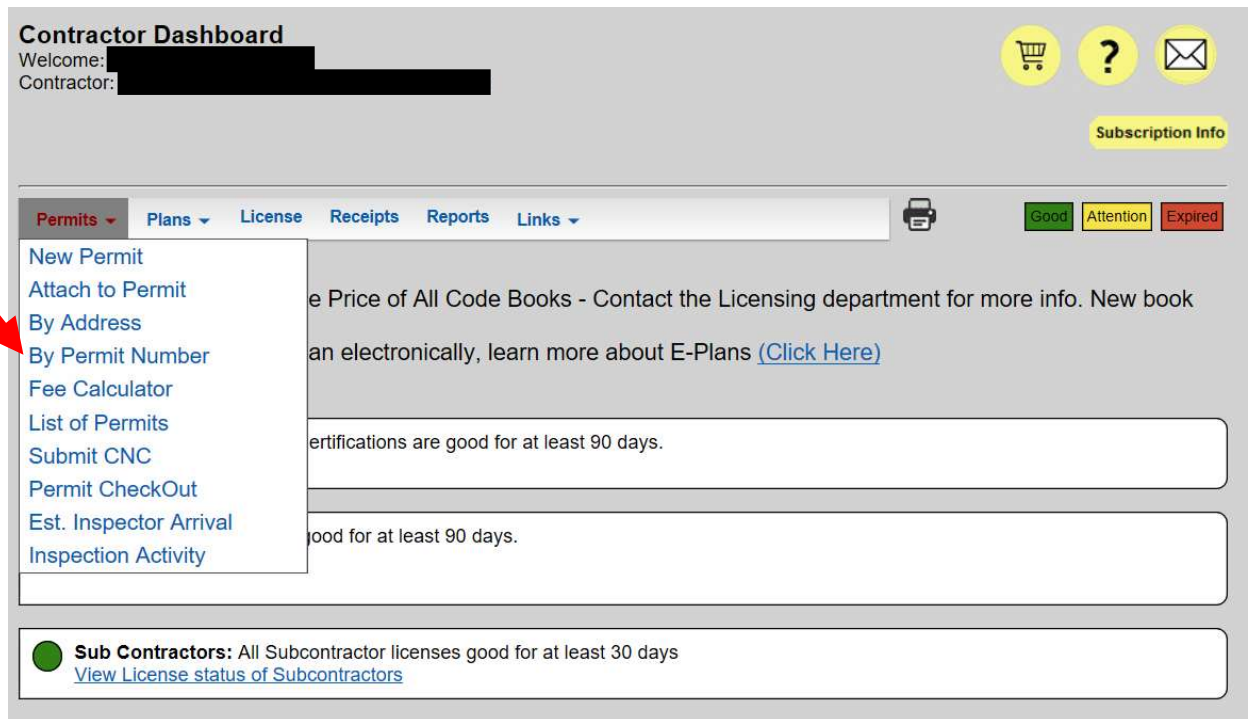
Electronic Splice Process

The following are steps for submitting an original electronic splice: If you are resolving a disapproved splice, **DO NOT** create a new splice. To resubmit splice, please refer to the resubmittal instructions following this section.

1. **Sign in or Sign up:** If you do not have an account select Sign Up. You must have an account and a contractor ID to submit splices. Electronic splices can be submitted for projects which have a **plan number**. Splices on sketches (paper plans with no plan number) must be submitted/walked via paper only. Currently, homeowners are not permitted to submit Electronic splices.



2. **Create NEW splice:** After signing in, the Contractor Dashboard screen appears, hover over **Permits** then select **By Permit Number**. After selecting By Permit Number, another screen will appear and you can enter permit number.



3. Add Splice. Select **Add Splice**, If you are resubmitting changes to an already existing splice, **DO NOT** create a new splice. See instructions on resubmittal of an existing splice following this section.

The screenshot shows the 'Permit Details' page. At the top, there are navigation links: 'Clear', 'Permits', 'Plans', 'Links', and 'Home', along with a printer icon. A yellow question mark icon is in the top right corner. Below the navigation is a 'Permit #' field containing 'L68117'. The main content area lists permit details: 'Owner' (redacted), 'Address' (2822 WATERFRONT DR, MONUMENT, CO 80132), 'Parcel #' (7127301006), 'Lat\Long' (Latitude: 39.06354987, Longitude: -104.8797112), 'Roof Truss P/SF' (30 (Elevation: 6,964 Feet)), 'Construction Type' (V-B), and 'Project' (RESIDENCE (101)). On the right side, there are three green buttons: 'Request Inspection', 'Upload Inspection Image or PDF', and 'Upload Framing Documentation'. At the bottom left, there is a link 'PLAN#: R108475' and a yellow 'Add Splice' button, which is highlighted by a red arrow.

4. Save Changes. Select the Save Changes button. Once you select the Save changes button you will be able to upload and submit splice pages

The screenshot shows the 'Electronic Plan' section. At the top, there is a link 'VIDEO - How to submit an electronic plan'. Below it is a text box: 'Enter all the information about the splice to put into Plan Tracking. Once saved, you can upload all the required image(s) and submit for review.' Below this is a 'Save Changes' button, highlighted by a red arrow. The 'Electronic Plan' section contains a status box: 'Status: New Splice Plan for Plan Tracking'. Below this are three dropdown menus: 'Type of Submittal:' (with 'Plan Tracking' selected), 'New/Remodel:' (with 'Splice' selected), and 'Type of Plan:' (with 'Splice (Modify Permitted Plans)' selected). On the right side, there are fields for 'Owner:' and 'Owner Ph:', with a note 'Enter address information automatically.'

5. **Add images.** Select either [Add images](#) or [Add Single Image](#).

Project Address:
2822 WATERFRONT DR, MONUMENT, CO 80132

Allowable Jurisdictions: COLORADO SPRINGS, MANITOU SPRINGS, EL PASO COUNTY, FOUNTAIN, GREEN I

Plan Images

NOTE To view or download documents with plan examiner review comments, double click a file below or select the

[Add Images](#) [Add Single Image](#) [Edit Comment](#) [Delete Image](#) [View Image](#)

Type	Status	Comment
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6. **Upload and Submit Files.** Be sure to select the correct **Plan Image Type** (based on original plan type). **ONLY** submit pages which apply to the splice, do not submit pages that are not relevant to the splice, be sure to cloud all changes. Select **Upload Files** when finished.

* **MULTIPLE:** More than one image of this type can be uploaded if needed. Plan Image Type is a dropdown list, and you can select this type more than once when uploading.
* **OPTIONAL:** Not all Splice (Modify Permitted Plans) plans require this type of image, or you may be able to combine this with another image type. Upload if necessary for this particular plan.

Upload Files

Select file(s) to upload. Once complete, click the 'Upload Files' button.

Plan Image Type	Required?	Comment (OPTIONAL)	PDF File
Zoning Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Construction Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Mechanical Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Electrical Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Plumbing Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Fire Department Splice	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>

7. **Submit splice.** Once the splice is ready and you are ready to submit, select Save Changes and then Select Submit Plan.

[VIDEO - How to submit an electronic plan](#)

Electronic Plan: 17275

[Save Changes](#) [Submit Plan](#) [Cancel Plan](#)

Status: Incomplete (Upload additional images and resubmit.)

Resubmittals must include all sheets in the set. Not just the disapproved sheets.

Submit this plan for review.

Enter address information first and the owner information should populate automatically.

Owner:

Owner Ph:

Resubmittal of Electronic Splices Process

Resubmittals: If there is a disapproval of the splice, you will need to resubmit the electronic plan splice. **DO NOT** create a new splice.

1. **Sign in:** Hover over plans select Electronic plans.

The screenshot shows a software interface with a top navigation bar containing 'Permits', 'Plans', 'License', 'Receipts', 'Reports', and 'Links'. A dropdown menu is open under 'Plans', listing options: 'By Address', 'By Plan Number', 'List of Plans', 'Master Plans', 'Electronic Plans' (highlighted in red), and 'Recent Activity'. Below the navigation, there are two notification boxes: a green one for 'Subscription: Your subscription is good through 10/1/2019.' and a yellow one for 'Insurance: Insurance/Certification: 1 or more obligations are due within 90 days.' Below the insurance notification is a table with columns: Type, Agency, Reference, and Expiration.

Type	Agency	Reference	Expiration
Liability	LIBERTY MUTUAL FIRE INSURANCE COMPANY	TB2Z91464774037	11/1/2018
Workers Comp	LM INSURANCE CORPORATION	WC5Z91464774017	11/1/2018

2. **Select the EPlan number** for the splice you would like to resubmit. **DO NOT** select the Plan number or Permit number.

The screenshot shows a software interface with a list of 'Incomplete/Open/Recently Closed Plans: 11'. Above the list are buttons for 'Details', 'New Plan', 'Delete Plan', 'View', and 'Export'. The list has columns: EPlan #, Plan #, Permit #, Submitted, Address, Project Description, City, Zipcode, and S. A red arrow points to the EPlan # column. The data rows are as follows:

EPlan #	Plan #	Permit #	Submitted	Address	Project Description	City	Zipcode	S
18075	C98861	L58432	10/04/2018	11240 CONGLOMERATE LOOP	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80921	↓
18076	C98860	L58402	10/04/2018	11345 CONGLOMERATE LOOP	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80921	↓
18316	C102144	L29052	10/03/2018	59 W LAS VEGAS ST	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80903	Ⓞ
18241	C98859	L53047	10/01/2018	11310 CONGLOMERATE LOOP	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80921	Ⓞ
18240	C98862	L48325	10/01/2018	11275 NAHCOLITE PT	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80921	Ⓞ
18224	C102144	L29052	09/28/2018	59 W LAS VEGAS ST	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80903	Ⓞ
18187	C86592	L45162	09/26/2018	7678 MCGEE VW	SPLICE (MODIFY PERMITTED PLANS)	FOUNTAIN	80817	Ⓞ
18077	C98859	L53047	09/20/2018	11310 CONGLOMERATE LOOP	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80921	Ⓞ
18070	C98862	L48325	09/20/2018	11275 NAHCOLITE PT	SPLICE (MODIFY PERMITTED PLANS)	COLORADO SPRINGS	80921	Ⓞ

3. Add revised images: Select Save Changes and then Submit Plan.

Plan Images

NOTE To view or download documents with plan examiner review comments, double click a file below or select the file and click "View Image" and select "In Browser" or "Download". Make sure pop ups are not blocked for PPRBD.org

[Add Images](#)
[Add Single Image](#)
[Edit Comment](#)
[Delete Image](#)
[View Image](#)

Type	Status	Comment	Locked?	Date
Plan Label	Open Review	C98861		9/20/2018 10:59 AM
Construction Splice	Open Review	Engineered Stairs		10/4/2018 2:06 PM
Construction Splice	Open Review	ASI#2 R1 Architectural & Structural		10/4/2018 2:06 PM
Electrical Splice	Closed	ASI#2 Electrical		10/8/2018 10:00 AM
Plumbing Splice	Open Review	ASI#2 Plumbing		10/4/2018 2:06 PM
Review Set	Disapproved			10/8/2018 10:00 AM
Review Set	Disapproved			9/21/2018 1:10 PM

Electronic Plan: 18075

[Save Changes](#)
[Submit Plan](#)
[Cancel Plan](#)

Status: Incomplete (Upload additional images and resubmit.)

Resubmittals must include all sheets in the set. Not just the disapproved sheets.

Submit this plan for review.

Type of Submittal: Plan Tracking

New/Remodel:

Type of Plan:

Enter address information first and the owner information should populate automatically.

Owner:

Owner Ph:

Parcel:

- Splice Fees are paid after the splice has