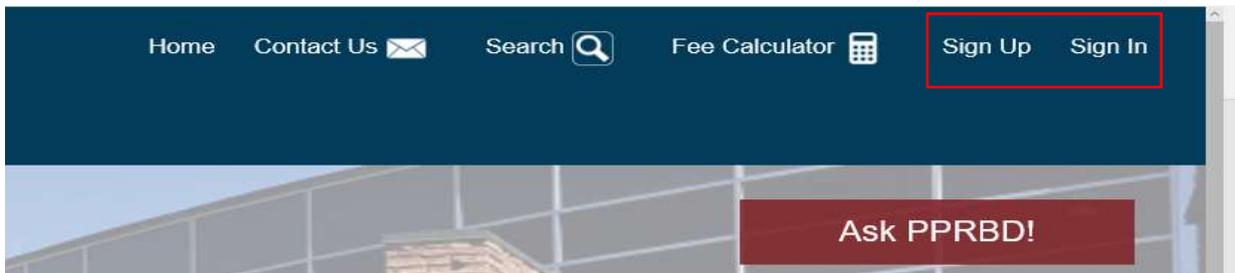


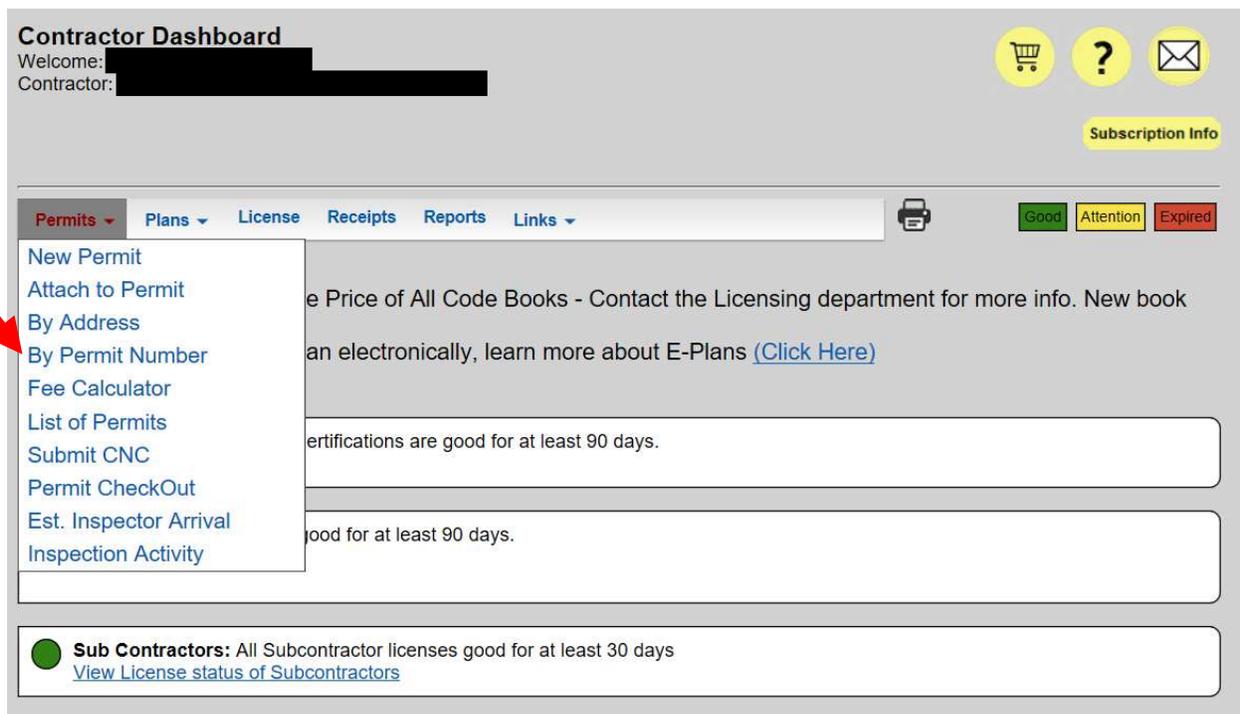
## Electronic Splice Process

**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 a web interface for 'Permit Details'. 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 section contains several fields: '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)). To the right of these fields are three green buttons: 'Request Inspection', 'Upload Inspection Image or PDF', and 'Upload Framing Documentation'. Below the 'Project' field is a link for 'PLAN#: R108475' and a yellow 'Add Splice' button. A red arrow points to the 'Add Splice' button.

**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 of the web interface. At the top, there is a link for 'VIDEO - How to submit an electronic plan'. Below it is a text prompt: '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.' The 'Electronic Plan:' section contains a 'Save Changes' button. A red arrow points to this button. Below the button, there is a status box that says 'Status: New Splice Plan for Plan Tracking'. To the right, there are fields for 'Owner:' and 'Owner Ph:'. Below the status box, there 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).

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.

Permits ▾ Plans ▾ License Receipts Reports Links ▾

- (9/7/18) Book of All Code Books - Contact the Licensing department for more info. New
- (10/1/18) Book of All Code Books - Contact the Licensing department for more info. New

Electronic Plans

**Subscription:** Your subscription is good through 10/1/2019.

**Insurance:** Insurance/Certification: 1 or more obligations are due within 90 days.

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.

- [About Electronic Plan Review](#) (Updated Jan. 2014), [List of available Electronic Plan types](#)
- Plancheck Requirements/Information: [Residential Handouts](#), [Commercial Handouts](#)
- Click New Plan to create an Electronic plan and submit that plan for review. Plans will not be reviewed until you have uploaded all required images and clicked the submit button. Until then, the status will be Incomplete "I".
- Once checked into Plan tracking, the Plan tracking # will show here. If permitted, the Permit # will show here. EPlan, Plan # and Permit # are all links to those detail pages.

Details New Plan Delete Plan View Export

Incomplete/Open/Recently Closed Plans: 11

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

**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