

Pikes Peak **REGIONAL** Building Department

ENUMERATIONS PLAN REVIEW REQUIREMENTS

COMMERCIAL PLAN REQUIREMENTS

CODE STUDY FORM

- Address with full street name, city and zip code
- El Paso County Tax Schedule (parcel) number of the property; found on <https://property.spatalest.com/co/elpaso/>
- El Paso County Legal Description of the property; Long meets and bounds description may be abbreviated. found on <https://property.spatalest.com/co/elpaso/>

VICINITY MAP

- Show the general area with a marker indicating the work location.
- Street names must be clearly indicated.

SITE PLAN/PLOT PLAN OF THE ENTIRE LOT AND/OR PARCEL

- Show all existing and proposed structure(s) on the parcel (lot) with addressing and area of work highlighted. New buildings or secondary structures which require a separate building permit will require separate addresses assigned by Enumeration.
- Show tax schedule (parcel) number and legal description.
- Show access to parcel (lot) with street names shown.
- North arrow

MULTI-TENANT EXISTING BUILDING (*INTERIOR REMODEL, CREATION OF SUITES, EXECUTIVE SUITES*)

- Show the separation of space for all tenant spaces with addressing for the entire floor or building (as applicable).
- Show vacant and occupied spaces with area of work highlighted.
- North arrow

MULTI-TENANT CORE AND SHELL BUILDINGS

- Secondary addressing which conforms to the secondary addressing guide available on our website: https://www.pprbd.org/File/Resources/Downloads/Addressing/SECONDARY_ADDRESS_REQUEST_FORM.pdf
- Secondary addressing plan must show the maximum number of tenants the building can hold.

INTERIOR FINISH OF NEW MULTI-TENANT BUILDING

- Separation of all tenant spaces with secondary addressing which follows the approved plan included with the building Core and Shell plan.
- For I-1 & I-2 occupancies an accessibility plan showing all addressing/secondary addressing.

NEW APARTMENT BUILDINGS, CONDOMINIUMS, NURSING HOMES AND HOSPITALS

- Site plan and accessibility plan showing all buildings in the complex with the addresses assigned to each building with the buildings included in the scope of work highlighted. Any interior street names for the development must be shown. Each building type requires a separate submittal.
- Secondary addressing plan and accessibility plan for each floor, on separate plan pages, which follow the secondary addressing guide available on our website: https://www.pprbd.org/File/Resources/Downloads/Addressing/SECONDARY_ADDRESS_REQUEST_FORM.pdf
- North arrow

NEW ELECTRIC SERVICE ONLY

- Including, but not limited to, communications cabinets, irrigation, etc.
- Provide site plan as detailed above.

RESIDENTIAL PLAN REVIEW REQUIREMENTS:

SINGLE FAMILY DWELLING/DUPLEX

- El Paso County Tax Schedule number; found on <https://property.spatalest.com/co/elpaso/>
- El Paso County Legal Description of the property; found on <https://property.spatalest.com/co/elpaso/>
- Proposed structure
- Access driveway into lot/parcel
- Street name in location in roadway (if corner lot list both street names)
- North arrow

NEW TOWNHOME

- Detailed site plan of entire development with the buildings included in that plan highlighted.
- Address, lot number, and tax schedule (parcel) number must be shown on each parcel.
- For multiple building types, a separate submittal is required for each building type.
- Site plan to have a **list** of all addresses, lot numbers, and tax schedule numbers included in the plan.

ADU (ACCESSORY DWELLING UNIT) SAME SINGLE FAMILY REQUIREMENTS AS ABOVE PLUS:

- Show existing home
- Show existing address
- Vehicular and pedestrian access to ADU so an appropriate address can be assigned by Enumerations