

Pikes Peak **REGIONAL** Building Department

POLICY:

Policy effective: 12/20/2022

UPGRADING MASTER PLANS FOR ONE- AND TWO-FAMILY DWELLINGS TO THE PIKES PEAK REGIONAL BUILDING CODE, 2023 EDITION.

POLICY:

When upgrading current Master Plans to the Pikes Peak Regional Building Code, 2023 Edition (the “2023 Code”), all Master Plans must be submitted for review as either a new Master Model number or a new Point Revision to an existing Master Model number in accordance with one of the following processes:

- **Standard Master Plan Submittal**

- 1) Assign a new Master Model number or a new Master Model point revision to your submittal.
- 2) In a new selection box, select whether this new Master Model meets the 2021 IECC (unamended) or 2021 with 2023 RBC amendments, then proceed with typical submittal for a new Master Plan.
- 3) Electronic submittal using ePlan type “Single Family Master” or “Single Family Master Attached” is preferred, however paper submittals are acceptable with additional scanning fees applied.

- **Alternative Master Plan Submittal (allowed with prior approval - see Commentary below)**

- 1) Assign a new Master Model number or a new Master Model point revision to your submittal. In a new selection box, select whether this new Master Model meets the 2021 IECC (unamended) or 2021 IECC with 2023 RBC amendments, then proceed with the alternative submittal for a Master Plan.
- 2) Prepare the following documents for Electronic Submittal.
 - a. Architectural No Change Letter
Provide a letter from the designer/builder that states no architectural or structural changes are necessary for the existing Master Plan to be re-used under the 2023 Code. A Licensed Design Professional stamp is not required on this letter.
 - b. Licensed Design Professional Allowance Letter (for Master plans with stamps)
Provide a letter from the Licensed Design Professional of record, giving permission to PPRBD Staff to digitally edit their stamped plans by modifying the model number to the new model number under the 2023 Code. The Licensed Design Professional is required to stamp this letter. *This requirement is not applicable if the Master Plan is not stamped.*
 - c. Sections and Details of Exterior Wall Construction
Provide a single sheet with exterior wall sections and details showing proposed construction to comply with the 2021 IECC with or without 2023 RBC amendments.
 - d. Mechanical Duct Design Plans
 - e. 2021 IECC Form / ResCheck (1 PDF per FDN type)
 - f. Heat Loss Calcs
 - g. Equipment Certificate
 - h. Pre-Mfr Truss Calcs (1 PDF per Elevation) (*Optional*)
- 3) Submit electronically using Electronic Plan type “Single Family Master (Alternative Submittal)” or “Single Family Master Attached (Alternative Submittal)” with the documents listed above.

COMMENTARY:

Please contact Shelley or Dan in Construction Plan Review at 719-327-2880 to discuss the use of the Alternative Master Plan Submittal option with our reviewers. Once we have confirmation that this is an acceptable alternative for your existing master plan, this alternative option will be made visible on your Electronic Plan type list.