Pikes Peak REGIONAL Building Department

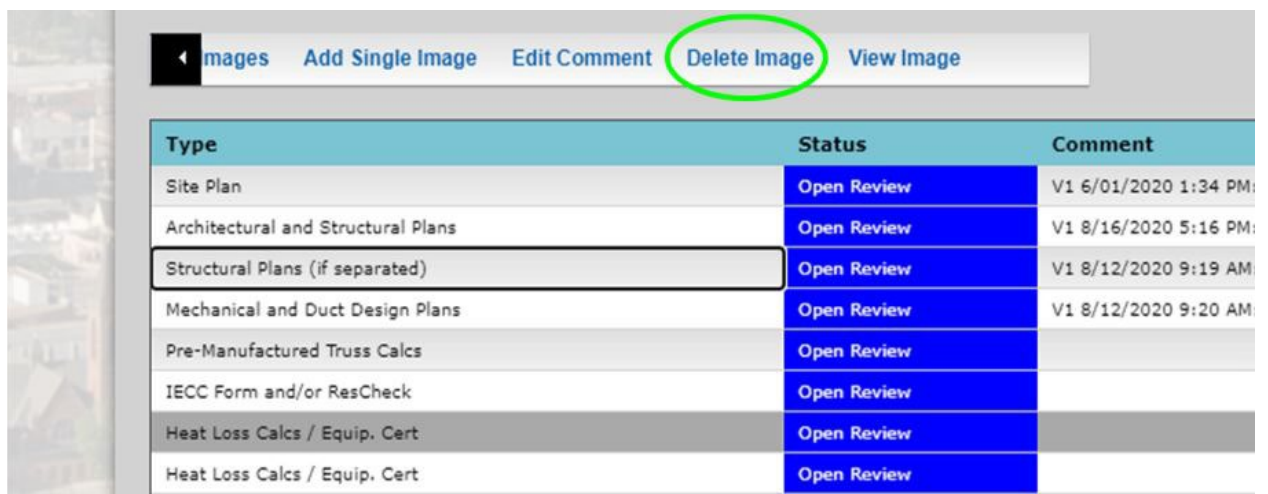**2880 International Circle Colorado Springs, Colorado 80910**

ELECTRONIC PLAN SUBMITTAL TIPS

General:

➢ Missing information – The majority of plan review rejections are due to plans missing key information, rather than plans that have incorrect information. Please be sure to check out our website which contains handouts detailing what plan items are required for most projects (basement finish, remodel, detached accessory structure etc.)   Those specific handouts will explain the required items for each project as well as provide zoning department contact information.

➢ Submit Plan - Once all documents are uploaded, please be sure to select the Submit Plan button. Our system will inform you if you are missing a required document. If you see a red banner on the top asking for more documents to be submitted, please upload and try the Submit Plan button again. If you do have the required documents uploaded, then there will be a green banner on the top letting you know the plan was submitted for review.

➢ Rotate documents – submit plans in landscape view with the wording facing the correct direction. Plans must show all elements in the same orientation.

➢ Upload under correct categories - If there is more than one page in the required plans (Ex - Architectural Plans contain floor plans, framing plans, elevation view, etc.) do not upload each page under "other." Combine all pages into one PDF and submit under the correct plan categories. (Must be a PDF. No JPG, TIFF, or other image file format)

➢ Plan images must be in PDF format. Zipped or Image files are not valid file types. Only PDF files can be uploaded to the electronic plan.

➢ Revised plans - When resubmitting plans, please upload the complete plan set. For example, if there are five pages in your plan and only one page was revised, do not upload just that one revised page.

- ➢ Splices - When submitting revised documents for a plan that has already been permitted, please do NOT create a new electronic plan. This type of electronic submittal is considered a "Splice." To create an electronic splice, log into your account and go to permits and "Add Splice."   VIDEO - How to Submit a Splice

- ➢ Do not combine disciplines. Mechanical, Architectural, Plumbing and Electrical Plans must each be submitted into the correct plan categories.

- ➢ Duplicates – When resubmitting plans, delete the old incorrect plans. (For example, Pre-Manufactured Trusses, IECC form, HVAC certificate, Manual J, Manual S and Manual D.) To delete old plans; go to the bottom of the ePlan details screen, highlight the row you want deleted by clicking it once, and then select Delete Image.

Type	Status	Comment
Site Plan	Open Review	V1 6/01/2020 1:34 PM:
Architectural and Structural Plans	Open Review	V1 8/16/2020 5:16 PM:
Structural Plans (if separated)	Open Review	V1 8/12/2020 9:19 AM
Mechanical and Duct Design Plans	Open Review	V1 8/12/2020 9:20 AM
Pre-Manufactured Truss Calcs	Open Review	
IECC Form and/or ResCheck	Open Review	
Heat Loss Calcs / Equip. Cert	Open Review	
Heat Loss Calcs / Equip. Cert	Open Review	

Helpful Links:

- ➢ How-To Tutorials for E-Plans 2.0

- ➢ E-Plan Terminology and Flow Chart

- ➢ How To Submit An Electronic Plan - VIDEO

- ➢ How To Submit a Splice - VIDEO