Pikes Peak REGIONAL Building Department

2880 International Circle Colorado Springs, Colorado 80910

"HOW-TO" TUTORIALS FOR E-PLAN SUBMITTAL

➢ How To Start a New Electronic Plan

- See video for detailed instructions – How To Submit an Electronic Plan 2.0

➢ How To Check the Status of Your Plan After it is Submitted

- Log in to your dashboard
- Click on Plans
- Click on the Details button associated with the plans
- Scroll down to Required Departments

Required Departments ❓

Department	Status
WP Enumeration	Approved
WP Floodplain	N/A
WP Zoning	Approved
Construction	Disapproved
Electrical	Disapproved
Mechanical	Approved
Plumbing	Disapproved
NETC Fire	Pending
Hazmat	Pending
Waste Water	Approved
Water Division	Approved

- If you want to see comments left by the reviewer, you can scroll down to the next field called log entries.

Log Entries ❓

Date	Department	Status	Reviewer	Comments
8/27/2020	CO Springs DRE	Approved	AOSBORNE	No change of use, remaining automobile service. Exterior work is miniscule and no existing DP is on file to modify. Approval is more appropriate than denial. Will require site inspection prior to signing off on CO (see full review)
8/27/2020	Hazmat	Disapproved	CSFIRE	Plans disapproved. Please see redlines on HMIS and storage plan for details.View plan review report here: https://web1.coloradosprings.gov/PreventionPlanReview/FPS_WebFPS.asp Allow up to an hour for the reports to load to the servers.

- Progress Set - If your plan is disapproved, you can now immediately view the red lines left by PPRBD staff, even before it makes it through the external agencies. Simply double click on the Progress Set.

Type	Status	Comment
Plan Label	Open Review	
Construction Splice	Open/Approved	Site Plan
Electrical Splice	Open Review	One Line
Electrical Splice	Open Review	Utility Approval Letter
Progress Set	In Progress	

➢ How To View a Disapproved Plan Set

- Log in to your dashboard
- Click on "My eplans" (homeowner) or "Plans" (contractor)
- If Homeowner, click on the Details button associated with the project
- If Contractor, click on the "Resubmit" button that corresponds with that particular plan.

	Plan #	Address	Status	Project	Approved Date	
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains..
+	C141033	1811 B ST, COLORADO SPRINGS, CO, 80906	Disapproved	329: NEW COMMERCIAL BUILDING-TEST PLAN	Resubmit	Details
+	C138902	1808 WOODMOOR DR, MONUMENT, CO, 80132	Disapproved	324: NEW COMMERCIAL BUILDING-TEST PLAN	Resubmit	Details
+	R121976	7310 SONGBIRD DR, COLORADO SPRINGS, CO, 80911	Approved	101: TEST -- RESIDENCE	Approval date not set yet	Details
+	R118450	640 BEACON LITE RD, MONUMENT, CO, 80132	Disapproved	101: TEST - RESIDENCE	Resubmit	Details

- Once on the ePlan details screen, click on "View Disapproved Review Image" (make sure pop-ups on your web browser are not blocked for PPRBD.org)

Electronic Plan Details

Back   Home

VIDEO - How to submit an electronic plan

Electronic Plan: 37981

Save Changes   Submit Pla

Status: **Incomplete (Upload additional images by clicking Add Images below. Click Submit when ready.)**

- If a particular discipline (Architectural, Mechanical, Plumbing or Electrical) has been disapproved, all pages in th type need to be re-submitted, not just the revised sheets. - Do not submit already approved departments (unless intent is to revise the approved departments). Replacing documents that have already been approved can delay approval of this plan. View Disapproved Review Image

Submit this plan for review.
Help/Walkthrough - Click Here

- Be sure to read the red line comments for details

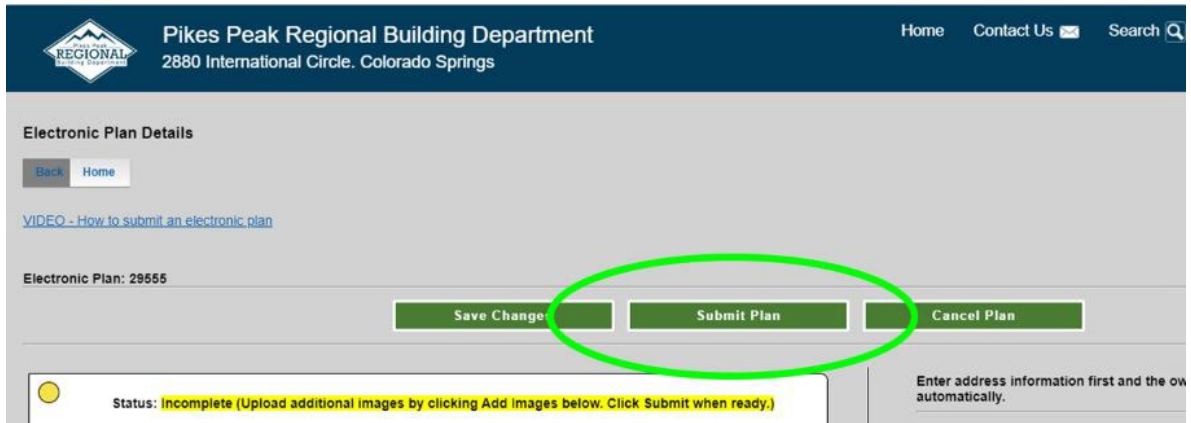## ➢ How To Resubmit an Electronic Plan (Contractor)

- Log into your account

- Click on Plans

- Click on the "Resubmit" button that corresponds with that particular plan.

- Repeat the uploading process with the corrected plan sets.

Project Address:

2880 INTERNATIONAL CIR, COLORADO SPRINGS, CO 80910

Allowable Jurisdictions: COLORADO SPRINGS, MANITOU SPRINGS, EL PASO COUNTY, FOUNTAIN, G

Plan Images

*NOTE*THE DISAPPROVED SET WILL BE ACCESSIBLE UPON COMPLETION OF ALL DEPARTMENT F
disapproved "Review Set" file below or select the file and click "View Image" and select "In Browser" or "Do

Add Images	Add Single Image	Edit Comment	Delete Image	View Image	▶

Type		Status	Comment

- Tip – Submit the entire plan set for each disapproved trade.   If its five pages, submit all five pages, even if the only area with corrections is on page two.

- Do NOT forget to hit the Submit Plan button again when finished

➢ How To Resubmit an Electronic Plan (Homeowner)

- Log into your account

- Click on ePlans

- Click on the Details button associated with the project

- Repeat the upload process by adding the corrected images

- Do NOT forget to hit the Submit Plan button again when finished

➢ How To Find the Plan Image for a Plan Already Permitted

- Log in to your dashboard
- Click on Plans
- Click on the Details button associated with the plan
- Click on the hyperlink - "Click here to view this Plan Image"