

Pikes Peak REGIONAL Building Department

RESUBMITTING PLANS FOR REVIEW

Before resubmitting plans for review, carefully check the plans to be certain all plan review comments have been addressed, and the submittal package is complete and accurate. Incomplete or incorrect information will result in plans being returned, and will cause delay. **After plans have been submitted, they cannot be amended during the review process.**

ADDRESSING REVIEW COMMENTS

Paper submittals, using full size sheets:

- Corrections may be done by hand, using either blue or black ink, and dated and initialed. If the plans are stamped, this must be done by the stamping design professional of record.
- Entire sheets may be replaced. Each new sheet must be stamped and signed when applicable. Insert the revised sheets into the plan and remove the old sheets. Provide the old sheets upon resubmittal for reference.

Electronic plans:

- Full PDF documents must be revised and replaced. Do not provide only the revised sheets of a document, as the plan will be returned.

RESUBMITTING THE PLANS

The plan label, and/or the review log, will indicate the method of resubmittal required.

- If “walk ok” is noted, the plans may be reviewed during walk-thru hours. Walk-thru reviews are by appointment only, scheduled on our website, Monday through Friday, at the following times:

8:00 am—11:00 am and 1:00 pm—3:15 pm

- If “no walk” is noted, resubmit the plans at the permit counter or resubmit electronically. Resubmittals are also reviewed in the order they are received, with priority over new submittals.

TRACKING THE STATUS OF PLANS

The progress of plans can be tracked on the website at www.pprbd.org by the address or assigned plan number indicated on the plan label.

- To check by address: Select PLAN REVIEW, then SEARCH PLANS BY ADDRESS
- To check by plan number: Select PLAN REVIEW, then SEARCH PLANS BY PLAN NUMBER

It's important for you to check the status of your plans to prevent delays in your project. PPRBD has the ability to add up to 3 email addresses for automatic email notifications of plan log entries. These are automatic, no reply, notification emails, and this must be requested by the applicant. Otherwise, PPRBD **does not** notify applicants regarding plan status. When paper plans are located in the “Finished Bin”, they must be picked up. PPRBD **does not** ship plans back to applicants. Electronic submittals can access progress or review sets at any time during the review process through the submitting account portal.