



SoCoBd PLAN REVIEW POLICIES

NOTE: Plan Review will expire after 6 months of inactivity of either Plan Review and/or Routing. If it expires, resubmittal, plan review fee, and rerouting are required.

Commercial Plans will Include

Commercial Plan Submittal is Online only and will include: Code Study, Architectural Plans (Stamped by an Architect), and Foundation Plan, Soils Report, Mechanical Plans, Electrical Plans, and Plumbing Plans (all engineered plans must be stamped by Engineer). Any of the Required Plans not submitted will cause the review to be rejected. See Commercial Checklist.

Multiple Buildings on One Site (Development Plan)

If multiple buildings are on a site (apartments, condominiums, etc.), you will need to submit a Master Plan of the site to show locations of all structures with each submittal. Each building will have its own Plan Set and Routing. (Identical building plans can reuse the same drawing set. Routing will be individual for each building by address.)

Commercial Electronic Submittal

Commercial Plans are required to be submitted online. Plan Review will only be performed when the Plan Review Payment is made, and all required documents are submitted (see Commercial Checklist). Electronic Plans are marked up during plan review, and a Plan Summary will be sent to the submitter's email. Once Plan Review is approved, there will be a 'jobsite' set created and an approval email is sent out to the submitter. The jobsite set will not be available to download until after a Permit is issued.

Plan Re-submittals

Please review re-submitted plans so that all Comments shown on the Summary are addressed. Each discipline needing corrections should have a complete packet re-submitted. After two (2) resubmitted plans, there will be a fee assessed per resubmittal of \$125 an hour, with a minimum of 2 hours. Total time spent on Re-Review will be calculated at the end of the review, additional fees may apply. Do Not Upload Single Sheets.

Revisions After Approval Before Permitting

Submit the entire changed discipline(s) denoting all changes. There will be a Fee collected of \$120 prior to Review. Once Plan Review is approved, there will be a 'jobsite' set re-created and an approval email sent out to submitter.

Revisions After Permit

Submit the entire changed discipline(s) denoting all changes. There will be a Fee collected of \$120 prior to Review. Once Plan Review is approved, there will be a 'jobsite' set re-created and an approval email sent out to submitter.

Final Contract Amount may be requested if Amount Listed is different from the original Permit Contract Amount, Prior to Certificate of Occupancy, or, if there are several Revisions After Permit, Southern Colorado Building Department may request a Final Contract Amount.



Residential Plans will Include

Submittals for Residential Plan review will include: Site Plan and Architectural Plans (see Residential Checklist) as well as Foundation Plan and Soils Report (both stamped by an Engineer), Manual J&D, and either a ResCheck or Prescriptive Method for Insulation. If Prescriptive Method is used, it must be clearly denoted on the Architectural plans or the prescriptive sheet submitted as part of the package (see Residential Checklist). Any of the Required Plans not submitted will cause the review to be placed in Incomplete and not be reviewed. You can Submit online or by paper plans.

Submitting Residential Paper Plans

Paper Plans Submittal for Residential will need two (2) completed sets. Site Plans on 8 1/2x11 sheet and all other Plans to be full size to scale. After Plans are reviewed, they will be put at the front office to pick up. Once plans are approved, one (1) set will be stamped 'jobsite' and one (1) will be a 'building' set. SOCOBD retains the building set for one (1) year after permitting. A \$200.00 Plan Review Fee will be collected prior to Review, and the total plan review fee based on square footage will be calculated at the end. Additional fees may apply and will be collected at the time of permitting.

Multiple Buildings on One Site

If multiple buildings are on a site (townhomes or ADU), you will need to submit a Master Plan of the site to show locations of all structures with each submittal. Each building will have its own Plan Set and Routing. (Identical Plans for townhomes can reuse the same set. Routing will be individual building by address.)

Plan Resubmittals

Please review re-submitted plans so that all Comments are addressed; a full set should be resubmitted. After (2) resubmitted plans, there will be an in-office meeting with the owner/designer to discuss the plans and an additional plan review fee of half the final plan review fee will be applied. Additional, subsequent, submissions after the meeting will be charged a full plan review fee for each submittal.

Submittal After Approval Before Permitting

Submit the Entire Package denoting all changes. There will be a Fee collected of \$30 prior to Review. Once Plan Review is approved, there will be a 'jobsite' set re-created and an approval email will be sent. The jobsite set will be available after the Permit is issued.

Revisions After Permit

Submit the Entire Package denoting all changes. There will be a Fee collected of \$30.00 prior to Review. Once Plan Review is approved, there will be a 'jobsite' set re-created and approval email sent to submitter.