



Colorado Springs Utilities  
It's how we're all connected

## Building Plan Set Review Information

Utilities Development Services (UDS) is committed to providing the best customer service possible for review of Pikes Peak Regional Building Department (PPRBD) plan sets. Our normal hours for walk-throughs at PPRBD are listed below. In addition, UDS provides review times outside of our walk-through hours at Leon Young Service Center (LYSC). Times and locations are listed below.

### PPRBD Walk-Through Reviews:

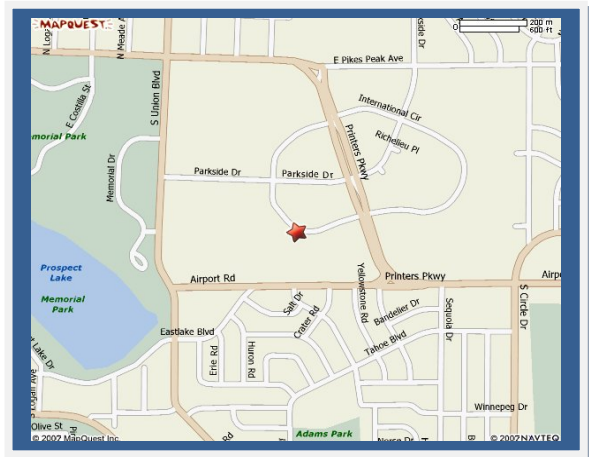
#### Location:

Pikes Peak Regional Building Department  
2880 International Circle, Suite 210  
Colorado Springs, CO 80910  
Main number: (719) 668-8111

#### Hours:

Monday:  
1:00 PM – 4:30 PM

Wednesday & Friday:  
8:00 AM – 11:30 AM

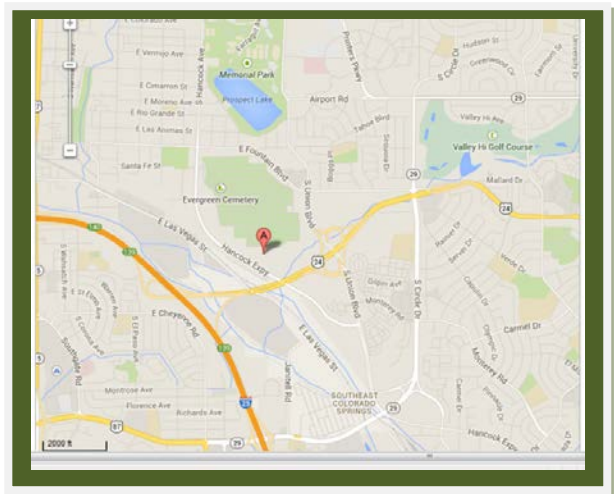


#### Location:

Leon Young Service Center  
1521 Hancock Expressway  
Colorado Springs, CO 80903  
Main number: (719) 668-8111

#### Hours:

Monday - Friday:  
7:30 AM – 4:30 PM  
12:00 – 1:00 Closed





## **Water/Wastewater Review**

### Required documents for review:

- Approved Development Plan
  - Approved [civil construction drawings](#) including Utility Service Plan (USP) for new buildings\*
  - USP for any alterations to existing service lines
  - Plumbing plans
- \* USP and [civil construction drawings](#) must be submitted separately to Utilities Development Services for their approval and is an entirely separate process from the RBD building permit process. The Preliminary Utility Plan in the approved Development Plan will not suffice as a substitute.

### Interdependencies:

- \* Fire Department approval must be obtained prior to water approval

### Applicant to check for:

- ✓ Approved USP for any new building
- ✓ Fire Department signature before approval of water
- ✓ If there are changes to an existing service line then a USP must be approved before water or wastewater will be approved
- ✓ Use and connections to determine if a grease interceptor or sand/oil interceptor is required
- ✓ Consistency between USP and plumbing plans regarding routing of fixtures
- ✓ Any change in use (including interior remodel) where a grease interceptor or sand/oil interceptor is required, if so then the sizing of the device shall be confirmed to meet current [Colorado Springs Utilities Line Extension and Service Standards – Wastewater](#)
- ✓ Proper [water meter orientation](#) and location including use of backflow prevention device (reduced pressure)
- ✓ Increase in fixture counts (interior remodel) – may require [Commercial Water Meter Sizing Form](#) along with Customer Contract Administration approval
- ✓ Any plumbing changes inside the building affecting the backflow device and/or the meter – require review by CSU Contract Administration.

### Utilities' signature approves:

- › Connection of water and/or wastewater services to mains
- › Water meter configuration

## **Gas/Electric Review**

### Required documents for review:

- Approved Development Plan
- Plumbing/mechanical plans (to check gas meter location)
- Electric plans (to check electric meter location)
- Architectural plans (check for meter location in relation to openings on bldg)
- Plat – required for multi-family permits

### Interdependencies:

- \* Colorado Springs Utilities North or South Field Engineering – coordination with staff regarding meter and transformer locations, elevated gas pressures, load requirements, etc.

### Applicant to check for:

- ✓ Electric meter location shown on electric plan and elevation plan – [Electric Load Data Form](#)
- ✓ Transformer location shown on electric plan
- ✓ Gas meter location shown on mechanical and/or plumbing plan and elevation plan
- ✓ Check for gas pressures:



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- 1.4 million BTUs (MBH) = [Elevated Pressure application](#) & [Service Line Approval](#) from Utilities' Field Engineer
- If >1/4 psi or >7" WC (water column) = [Elevated Pressure application](#) & [Service Line Approval](#) from Utilities' Field Engineer
- ✓ All commercial uses should be 1 1/4" pipe on the riser & provide Elevated Pressure application Townhomes-meters not banked unless service lines remain outside property lines
- ✓ Gas meter vents should be 3'-6' min. (load dependent) radial clearance from electric meters
- ✓ Gas meters should be 15' from transformer & generators
- ✓ Adequate access to meters
- ✓ Gas meters are not allowed in drive-thru lanes or in parking lots
- ✓ Banked gas meters are not allowed for commercial buildings.
- ✓ Banked meters for apartments must be approved by Field Engineer. (Can go three high on above grade manifolds, no more than 24 meters total)
- ✓ Increase in electric and gas loads – [Electric Load Data Form](#) & [Application for Gas Service Line Approval](#)

### Utilities' signature approves:

- ▶ Gas and electric service the building. Note: final meter and transformer locations shall be determined by Utilities' Field Engineer.

## Utilities Development Services

### Location:

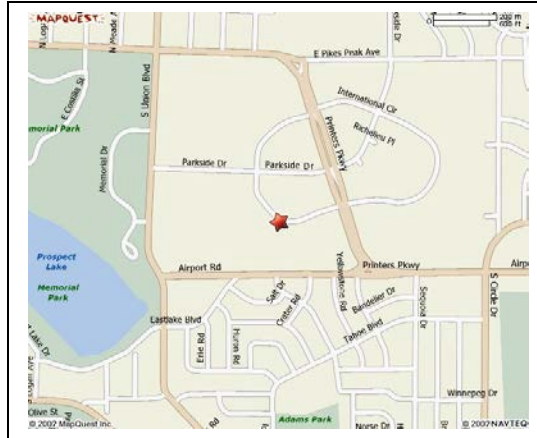
Pikes Peak Regional Building Department Center  
2880 International Circle, Suite 210  
Colorado Springs, CO 80910

### Contact:

(719) 668-8111 phone  
(719) 668-8130 fax

### Hours:

Monday-Friday  
7:30 AM – 4:30 PM



## Fees Collected

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Electric Line Extension Design Fee</li> <li>• Electric Inspection and Connection Fee</li> <li>• Electric Temporary Service Fee</li> <li>• Electric Joint Trench Fee</li> <li>• Electric Underground Residential Fee</li> <li>• Electric Extension Contract Fees</li> <li>• Gas Inspection and Connection Fee</li> <li>• Gas Line Extension Design Fee</li> <li>• Gas Joint Trench Fees</li> <li>• Gas Extension Contract Fees</li> <li>• Water Development Fees</li> <li>• Water Recovery Agreement Contract Fees</li> <li>• Water Recovery Agreement Contract Application Fee</li> <li>• Water Recovery Agreement Process Fee</li> </ul> | <ul style="list-style-type: none"> <li>• Inactive Water Service Development Fee</li> <li>• Water Tap Fee</li> <li>• Temporary Water Fire Hydrant Use Permit Fee</li> <li>• Wastewater Development Fee</li> <li>• Wastewater Inspection and Connection Fee</li> <li>• Wastewater Recovery Agreement Contract Fees</li> <li>• Wastewater Recovery Agreement Process Fee</li> <li>• Wastewater Recovery Agreement Contract Application Fee</li> <li>• Public Works (Parks) Fees</li> <li>• Public Works (Schools) Fees</li> <li>• Utility Disconnect Permit Application Fee</li> </ul> |
|--|---|

## Commercial Plan Review Requirements

- Tax Schedule Number
- Legal Description
- Enumeration Assigned Address
- Acreage of Property
- Type of Building Use
- Utility Service Plan
- Water Meter Size
- Irrigation Water Meter Size (If Separate)
- Wastewater Service Line Size
- Owner Name
- Contractor Name (If Known)
- Architect Name
- Commercial Water Meter Sizing Form\*

### \*Commercial Water Meter Sizing Form Requirements

Developer submits the [Commercial Water Meter Sizing Form\(s\)](#) with one set of drawings of the proposed Mechanical/Irrigation plan showing the water fixtures and piping.

## Water/Wastewater Recovery Agreement Requirements

*Please Note: Not all line extensions may qualify for Recovery, it is recommended that one contact Utilities Development Services for a preliminary determination of eligibility.*

- Approved Plans / Record Drawings
- Completed Water/Wastewater Recovery Agreement Application  
(Available on-line at <http://www.csu.org/business/development/index.html>)
- Application for Water/Wastewater Recovery Agreement must be submitted within one hundred eighty (180) days from receipt of Preliminary Acceptance/Bill of Sale
- Appropriate Fee Structure as determined by Springs Utilities
- Breakdown of Eligible Construction/Engineering Costs for Review by Springs Utilities