



**Pueblo Regional Building Department**  
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**[www.prbd.com](http://www.prbd.com)**

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## **Online Plan Review System**

### **Logging in**

If you don't already have an account set up, you must click on the registration link on the login page to create a user name and password for the online system. This account is unique to the plan review system and is not the same as the contractor login. Plans should be submitted by the lead design professional responsible for the project.

### **New Review**

Once logged in, click on the Submit New Project link to start a project. You are taken to the application screen. The application must be completely filled out, except for the optional items, or it will not be accepted by the system. Once the application is complete, you will be given the choice of paying for the plan review fee or creating an invoice. You can also pay later from the check status screen. (Please be aware that plan review will not commence until payment has been received.)

### **Payment**

You are taken to a secure payment screen. Once payment is approved, you will return to a page on our system where you may

- a) Print a receipt (one is emailed to you as well)
- b) Upload plans (plans can also be uploaded later from the check status page)

### **Invoice:**

If you choose the invoice option, you will go to a page where the invoice is created and downloaded as a PDF file or can be printed to bring into our office for payment. There will also be a link to upload plans.

### **Plans Upload:**

There are four categories for you to upload:

- a) Plans: Should include Site plan, Architectural, Mechanical, Electrical, and Plumbing sheets.
- b) Comcheck: Commercial energy compliance documents
- c) Specs: Can include any supporting documents pertaining to plans.
- d) Misc. Documents: Soils reports, Engineer letters, other supporting docs etc.

Each category needs to be a single file; the initial files may only be uploaded once. Please compile the files as needed before uploading. Refer to this page <https://www.prbd.com/complanrev.php> for basic requirements along with a link to the detailed requirement list.

### **Check status/ Resubmit Plans**

This allows you to review current projects, submit revisions as well as submit payments if you have yet to do so. Please include a narrative of changes when uploading revisions. This section also allows for payments after initial submission as well as creation of the Routing Sheet for external Agency review.