



COLORADO SPRINGS FIRE DEPARTMENT
DIVISION OF THE FIRE MARSHAL
CONSTRUCTION SERVICES

Virtual Walk-thru Implementation

As of August 10, 2020 the walk-thru process will be conducted virtually. Below are the rules and criteria for the implementation.

1. All electronic plans must be uploaded through Pikes Peak Regional Building or the ePlan portal at <http://web1.coloradosprings.gov/ePlan>. Do not email plans.
2. You must request a walk-thru of your plan in order for the walk-thru to be performed. Walk-thru requests will only be accepted **Monday- Friday from 8am – 12pm**. Requests made outside these hours will be refused and you will need to submit your request during the next time frame.
3. To submit a request you can either email our department or drop off hard copy plans:
 - a. If you will be emailing:
 - i. The recipient for the email should be fireconstructionservices@coloradosprings.gov.
 - i. The subject line in the email should include “Walk-thru Request” typed CLEARLY.
 - ii. Provide the following information in your email:
 1. Contact information (name, phone number, and email)
 2. Type of plan
 3. Project address
 4. For PPRBD reviews please provide the plan number
 - iii. In order to be considered, your plans **MUST** be uploaded to ePlans or RBD (for construction plans) **before** you send the email request.
 - b. If you will be dropping off a hard copy version of your plans:
 - i. There will be a sign-in sheet at the front of the construction services counter that will require ALL information to be filled out. The information required will be:
 1. Contact information (name, phone number, and email)
 2. Type of plan
 3. Project address
 - ii. Drop off your plans in the designated area during the correct times and it will be reviewed.
4. Properly submitted plans for walk-thru review will be reviewed the same day they are received.
5. If any information that has been requested is left out of the submittal, the plans will be subject to disapproval.



CSFD Construction Services
2880 International Circle
Colorado Springs, CO 80910-3191
719.385.5982 Option 2



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6. All walk-thru requested plans must meet the following criteria in order to be accepted for review:
- a. Kitchen Suppression Systems – 1 system per project
 - b. Sprinkler Plans:
 - i. Remodel having a maximum of 30 added/relocated sprinklers on an existing system; Light or Ordinary Hazard classification and NO modification of hydraulic calculations
 - ii. Backflow retrofit
 - c. Fire Alarm Plans:
 - i. Remodel involving maximum of 10 devices on an existing system
 - ii. Panel replacement with NO compatibility issues
 - iii. Change in communications (ie change form Radio to Cell, phone lines to radio, etc.)
 - iv. 5 devices letters involving control functions Dedicated function systems for elevator recall or fire sprinkler monitoring
 - d. Construction:
 - i. Remodel 15,000 sq. ft. or less, decks, electrical/HVAC/Plumbing only, exterior remodels, retaining walls and similar
 - ii. Re-reviews - plans must be marked “Walk OK” in RBD comment field
 - iii. Hillside/WUI Homes: Re-reviews if marked “Walk OK”
 - iv. Water plans for signatures

Additional notes and information:

- Plans eligible for the 5-device or 20-head letter can continue to be emailed as they currently are. Usually these would not be walked as they get quicker service anyway, sometimes they do though.
- Our front office has also developed a new system for taking calls, payments, and scheduling requests in order to implement efficiency:
 - If you need to schedule an inspection, please call Allie at 719-385-5982 Option 2
 - If you need to make a payment, please call Gail at 719-385-7352

Thank you all for your time and your patience. Our goal is to streamline processes and reduce turnaround times for plan review. We hope this will be a successful step towards our goal.



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