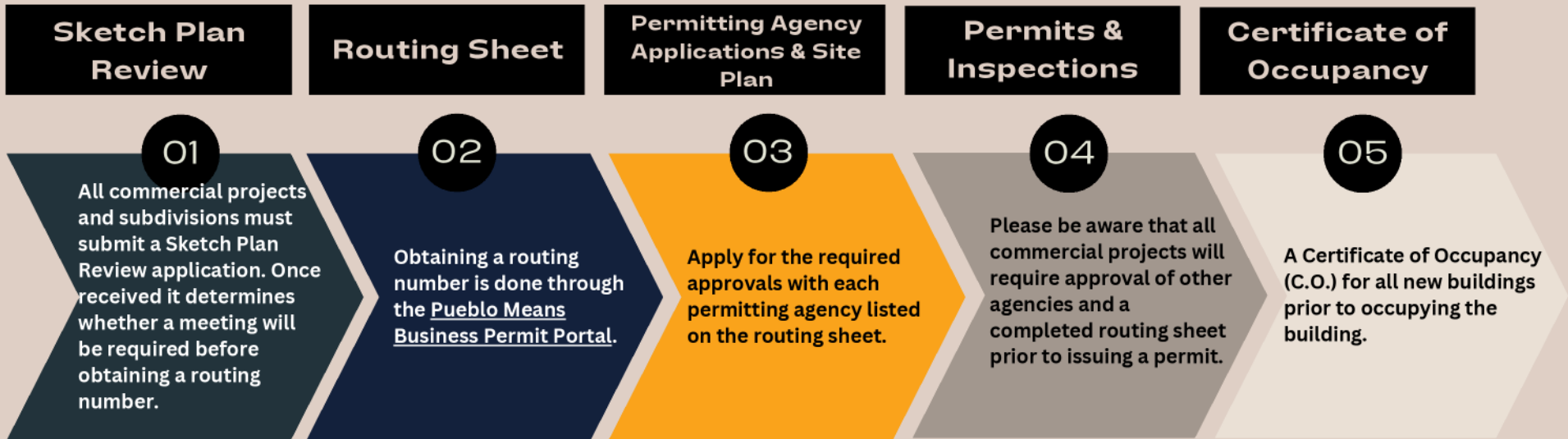




Commercial Development Review Flowchart



Sketch Plan Review

Sketch Plan Review

Apply for, and schedule, a Sketch Plan Review (SPR) meeting

- Sketch Plan Review Checklist
- Site Plan Example
- Letter of Intent Example

Possible Permitting Agencies Involved in Sketch Plan Review Meeting

- Pueblo County Planning & Development Department
- Pueblo Regional Building Department
- Pueblo Means Business
- Architectural Review Committees
- Fire Districts
- Health Departments
- Metropolitan Districts
- Colorado State Government Departments
- Utility Companies
- Water & Sanitation Districts

Routing Sheet

Project Routing

- Register for a Project Routing # through Pueblo Regional Building Department (PRBD) at the Pueblo Means Business (PMB) Permit Portal.
- Assigned routing # for primary routing to obtain permits.
 - A list of agencies associated with the parcel will be provided.
 - Contact information (email and/or website) to each agency provided for specific processes to obtain permits.
- **The applicant will need to apply for all applicable permitting agencies listed on the routing sheet**

Permitting Agency Applications & Site Plan

Planning & Development Applications

- Planning & Development Applications
- Planning & Development Fee Schedule

Department of Public Works

- Department of Public Works Applications
- Department of Public Works Fee Schedule
- Stormwater Construction Discharge Permit Information
- Stormwater Permit Fee Structure

Pueblo Department of Public Health & Environment

- Onsite Wastewater Treatment System
- Submit a New On-Site Wastewater Treatment System Application

*Food & Beverage businesses will require additional licenses

Pueblo County Fire Districts (Dependent on Parcel Location)

- Pueblo City Fire Department
- Pueblo West Fire Department
- Pueblo Rural Fire District
- West Park Fire District
- Pueblo Reservoir State Park
- Red Creek Volunteer Fire Department
- Beulah Volunteer Fire Department
- Map of Fire Protection Districts
- Rye Fire Protection District
- Fowler Rural Fire Protection District
- Boone Volunteer Fire District
- Edison Volunteer Fire Department
- Pueblo Chemical Depot
- Transportation Technology Center, Inc.
- Fort Carson Military Reservation

State Agencies (Project Consultants, if applicable)

- **Colorado Department of Transportation**
 - Permit & Applications
 - Access Permits
 - Utilities and Special Use
 - Commercial Vehicle Permits
 - Roadside Advertising Program
- **Colorado Division of Water Resources**
 - Clean Water Permitting Sectors
 - Commerce & Industry
 - Construction
 - Dewatering General Permit Program
 - Municipal Separate Storm Sewer Systems (MS4)
 - Domestic & Other Discharges to Groundwater
 - Domestic Discharges to Surface Water
 - Industrial Stormwater
 - Biosolids
 - Pesticides
 - Reclaimed Water
 - Pretreatment

Electric Utility Providers (Dependent on Parcel Location)

- Black Hills Energy
- San Isabel Electric Association
- Mountain View Electric Association
- Xcel Energy

Natural Gas Utility Providers (Dependent on Parcel Location)

- Xcel Energy
- Colorado Natural Gas

Water & Sanitary Utility Providers (Dependent on Parcel Location)

- Pueblo Board of Water Works
- Pueblo West Metro District Utilities Department
- Avondale Water & Sanitation District
- Beulah Water Works District
- Pine Drive Water District
- St. Charles Mesa Water District
- Salt Creek Sanitation District
- St. Charles Mesa Sanitation District

Permitting Agency Applications & Site Plan (Specific to Pueblo West Metro District Locations)

Pueblo West Metropolitan District (PWMD) – Committee of Architecture (COA)

- List of all Community Development Applications
- Pueblo West Committee of Architecture Fee Schedule

Pueblo West Metropolitan District – Project Development Division (PDD)

- Municipal Separate Storm Sewer System (MS4)
 - MS4 Standard Permit Information

Pueblo West Metropolitan District – Community Development Department (CDD)

- Declaration of Reservations
 - Please see PWMD - COA

Permits and Inspections

Tracking the Progress

- For Pueblo County Planning & Development Department review (OpenGov) the email address used when submitting plans will be periodically sent updates as the review process proceeds.
- In addition, through the [Pueblo Means Business Portal website](#), you may track the progress of your review.

During the Application & Plan Review

- Revisions can be uploaded via the applicable platform.
- For Pueblo Regional Building Department review, to reduce confusion or delays revisions should include a cover letter of changes addressing rejections from [all departments](#).
- For Pueblo Regional Building Department review, please include changes on affected sheets and include notation on that page.

Pueblo Regional Building Department: After the Permit is Issued

- You may submit revisions on a Permit that is in active construction(i.e. not finalized).
- There is a flat fee of \$120 per submission so be sure to include as many revisions(M, E, P, Building) if not all when submitting.
- You will need the Original Plan review number to attach the revisions to, please use the appropriate option when submitting.
- If the Building Permit has been finalized it is no longer a revision and will need to be submitted as a whole new Plan Review
- and separate permit/routing.

Obtaining the Certificate of Occupancy

Back Routing for Certificate of Occupancy

- Examples of agencies that sign off on the routing sheet include Zoning, Utilities, Public Works, Fire Department that may have separate registration or fees.
- You may call, email, create with submittal or come into our office to request a routing sheet. The routing needs to be completed before a permit will be issued so feel free to start this process early.

Completed Plans (Pueblo Regional Building Department)

- Once Plans have been approved a job site set may be downloaded by the original submitter.
- It is the responsibility of the Architect/Engineer(i.e. original submitter) to send a copy to the appropriate persons for printing.
- If both routing and plans are complete and ready to issue the contractor may pull the permit either by visiting the office or submitting an application via email.

Obtaining the Certificate of Occupancy

- Need Finals on main building permit and all sub permits.
 - Mechanical, Electrical and Plumbing.
- Need certificates of any 3rd party inspection not performed by the department.
- Routing for the C.O. needs to be signed off by all listed agencies. This step can be started immediately after permit issuance.
- Contractor needs to bring or notify us of completion and we will issue a C.O. upon verification that all pieces are complete.