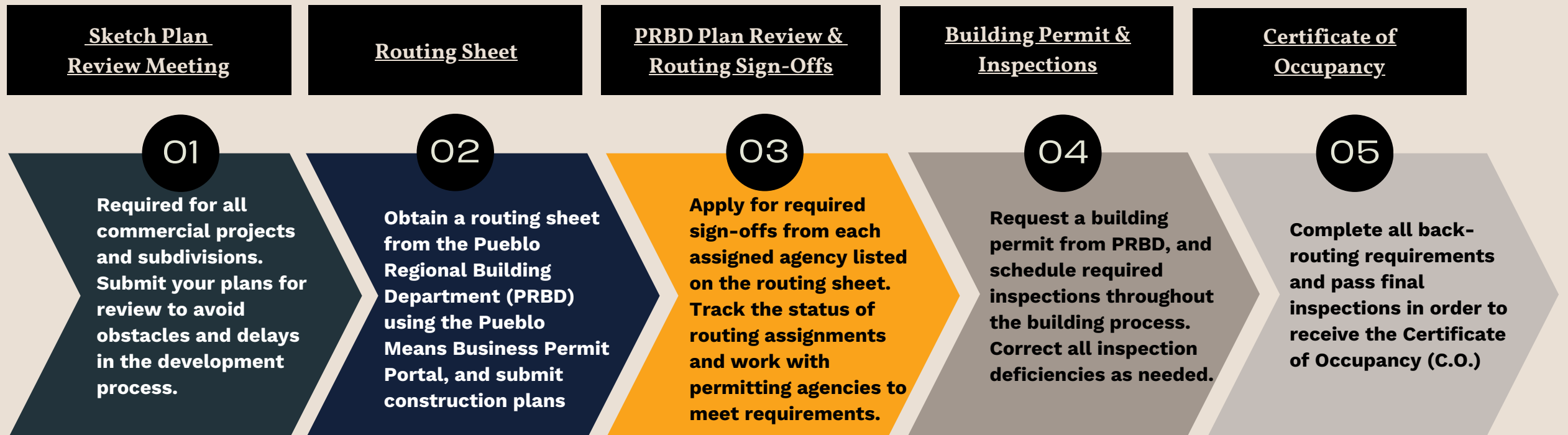




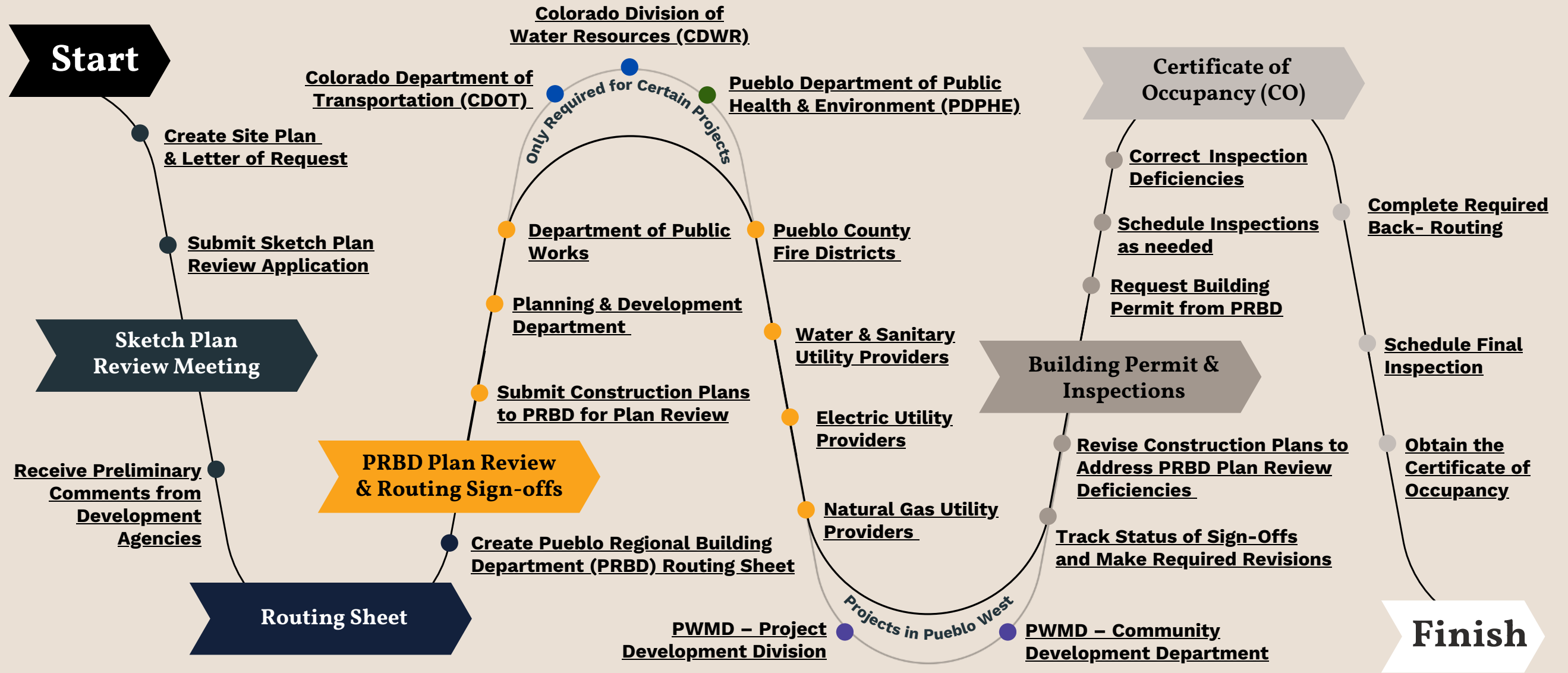
Pueblo County Commercial Development Process



The purpose of this flowchart is to visually map out the steps involved in the Pueblo County Commercial Development Process, making it easier to understand, communicate, and guide the applicant through the process.



Pueblo County Commercial Development Process Map



● Can be completed concurrently

● Specific to projects that require State Agency Approval

● Specific to projects that require PDPHE Approval

● Specific to projects in Pueblo West Metro District

Sketch Plan Review

Sketch Plan Review

Create Letter of Request and Site Plan. Submit Sketch Plan Review Application to schedule a meeting.

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

Permitting Agencies Involved in Sketch Plan Review Meeting

- Pueblo County Planning & Development Department
- Pueblo County Public Works (Roads & Bridges and Stormwater)
- Pueblo Regional Building Department
- Fire Districts
- Utility Companies (Electric & Natural Gas)
- Water & Sanitation Districts
- Pueblo Department of Public Health & Environment *
- Colorado State Government Departments *
- Metropolitan Districts *
- Architectural Review Committees *

*if applicable

Routing Sheet

Start Your Routing

- Apply for a routing number (routing sheet) with Pueblo Regional Building Department (PRBD) using the Pueblo Means Business Portal.
 - A routing number will be generated, along with a routing sheet, which will list all agencies that have authority over the project based on the location and project type.
 - Contact information (email and/or website) will be provided for each agency assigned to the routing sheet.
- The applicant will need to apply for all assigned permitting agencies listed on the routing sheet to obtain agency sign-offs.
- A BUILDING PERMIT WILL NOT BE CREATED UNTIL THE ROUTING SHEET HAS RECEIVED SIGN-OFFS FROM ALL ASSIGNED AGENCIES.

Submit Construction Plans (Pueblo Regional Building Department)

- Submit Construction Plans, COMcheck (Energy Code Program), Specification Book, along with any other miscellaneous documents to PRBD for Plan Review via the Pueblo Means Business Portal.
- Pay any applicable fees to PRBD.

Permitting Agency Sign-offs

Planning & Development Department Applications

- Planning & Development Applications
- Planning & Development Fee Schedule

Department of Public Works

- Department of Public Works Applications
 - Road and Bridge Applications
 - Stormwater Construction Discharge Permit Application
- Department of Public Works Fee Schedule

Colorado Department of Transportation (CDOT)

- **CDOT permissions may be required if the project will impact traffic flows on state or federal highways.**
 - Permit & Applications
 - Access Permits
 - Utilities and Special Use
 - Commercial Vehicle Permits
 - Roadside Advertising Program

Colorado Division of Water Resources (CDWR)

- **CDWR permissions may be required if the applicant intends to drill a well as the main water source. An augmentation plan may be required for new subdivisions and special water uses.**
 - Water Permitting Sectors
 - Commerce & Industry
 - Construction
 - Dewatering General Permit Progress
 - Domestic & Other Discharges to Groundwater
 - Domestic Discharges to Surface Water
 - Pretreatment
 - Substitute Water Supply Plan
 - Well-Water Permitting

Pueblo Department of Public Health & Environment (PDPHE)

- PDPHE permissions may be required if the project is a hotel/motel, has a swimming pool, will sell food, alcohol or marijuana, or if it will include an Onsite Wastewater Treatment System (septic system). PDPHE permissions may also be required for the demolition of existing structures.
 - [Submit a New On-Site Wastewater Treatment System Application](#)
 - [Retail Food Licensing](#)

Pueblo County Fire Districts (Dependent on Parcel Location)

- [Pueblo City Fire Department](#)
- [Pueblo West Fire Department](#)
- [Pueblo Rural Fire District](#)
- [West Park Fire District](#)
- [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](#)

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](#)

Electric Utility Providers (Dependent on Parcel Location)

- [Black Hills Energy](#)
- [San Isabel Electric Association](#)
- [Mountain View Electric Association](#)
- [Southeast Colorado Power Association](#)
- [Xcel Energy](#)

Natural Gas Utility Providers (Dependent on Parcel Location)

- [Xcel Energy](#)
- [Colorado Natural Gas](#)

Permitting Agency Sign-Offs

(Specific to Pueblo West Metro District Locations)

Pueblo West Metropolitan District – Project Development Division

Stormwater requirements in Pueblo West are determined by the Pueblo West Project Development Division and require additional submittals.

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

Pueblo West Metropolitan District – Community Development Department

Construction in Pueblo West must meet the standards of the Pueblo West Committee of Architecture based upon their Declaration of Reservations. Additional applications may be required.

- Committee of Architecture (COA)
 - Declaration of Reservations - used by COA to enforce covenants regarding land use and enforcement within Pueblo West.
- List of all Community Development Applications
- Pueblo West Committee of Architecture Fee Schedule

Tracking the Progress of Sign-Offs

- **Status of Pueblo County and Pueblo West Applications can be tracked using OpenGov. The email address used when submitting plans will be periodically sent updates as the application process proceeds.**
- **The Pueblo Means Business Portal may be used to track the status of all required sign-offs.**
- **Revisions must be submitted to each individual reviewing agency.**

Building Permit & Inspections

Pueblo Regional Building Department Plan Review

- **During review process PRBD requires revisions if submitted construction plans do not meet adopted codes.**
- **To reduce confusion or delays during the PRBD review process, revisions to the applicant's submission should be complete and address all rejections and comments from the reviewers.**
- **Once plans have been approved you can download finalized construction documents.**
- **If all agencies have signed-off on the routing sheet and plan review has been approved a building permit may be issued.**

Pueblo Regional Building Department: After the Permit is Issued

- The applicant may submit revisions on a Permit that is in active construction (i.e. not finalized).
- There is a flat fee per submission, so be sure to include revisions for all trades (Mechanical, Electrical, Plumbing, Building) when submitting.
- The applicant will need the original plan review number to attach the revisions to.
- If changes are needed after the Building Permit has been finalized it is no longer considered a revision and will need to be submitted as a whole new Plan Review with separate permit/routing.

Certificate of Occupancy

Back-Routing for Certificate of Occupancy

- The back-routing needs to be completed before a Certificate of Occupancy will be issued this process can start immediately after a permit is issued.
- Examples of agencies that may require back-routing sign-offs include Planning & Development, Utilities, Public Works, and Fire Department. This may result in separate registration or fees.

Inspections

- PRBD will need to perform inspections throughout the construction process to ensure code compliance and the contractor will need to schedule these as needed.
- Project requires final approvals on main building permit and all sub permits.
 - Mechanical, Electrical and Plumbing.
- Certificates of any 3rd party inspection, not performed by the department, must be submitted to the department for review.

Obtaining the Certificate of Occupancy

- Once routing and back-routing has received sign-offs from all applicable agencies and the project has passed final inspections the contractor may request a Certificate of Occupancy.
- The Contractor needs to notify PRBD of completion in order for the Certificate of Occupancy to be issued.