



Pueblo Regional Building Department
830 N Main St. Suite 100
Pueblo CO 81003
719-543-0002 fax 719-543-0062

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 for the online system. This user is unique to the plan review system and is not the same as contractor login. Plans should be submitted by the 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.

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) and b)upload plans

Invoice:

If you choose the invoice option, you will go to a page where the invoice is created and downloaded as a pdf file. There will be a link to upload plans

Plans Upload:

There are four categories for you to upload: Plans, Comcheck, Specs and Misc. Documents. Each category needs to be its own file; they 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 and Submit Revisions.