

POLICY:

Policy effective September 1, 2020

- updated May 30, 2023 for 2023 PPRBC
- updated March 4, 2024 for Technology Accessibility compliance

EXECUTIVE SUITE PERMITTING OPTIONS

Section RBC110.1, 2023 Pikes Peak Regional Building Code

POLICY: Executive Suites shall be permitted in one of the following ways:

- A. Each Executive Suite will be viewed as an individual room within one large, multi-room suite, and only one new or existing Certificate of Occupancy is required by the property owner.
 1. In this scenario, a single Interior Remodel or Interior Finish plan for the creation of the large suite is necessary. The submittal must show all work proposed for the Remodel or Finish of the large, multi-room suite, and upon approval, a single permit will be issued.
- B. Each Executive Suite will be individually recognized as a suite, and multiple Certificates of Occupancy are required by the property owner.
 1. If the proposed scope of work is only to assign new suite numbers to an existing space, and no other work will be done to the spaces (e.g., construction, mechanical, electrical, plumbing, change of occupancy, etc.), then a single submittal will be required to include the following information. Multiple permits will be issued from this single plan set, with the number of permits equal to the number of Executive Suites proposed.
 - Code Study Form, with an attached fifth page listing all proposed suite numbers being created.
 - A Life Safety Plan that clearly identifies the extent of every suite and includes applicable code compliance items for each space including, but not limited to, maximum common path of travel and maximum exit travel distance.
 - Location of all over current devices in the chain of supply (Service, Feeder, Branch circuit) to verify the over current devices are readily accessible to the occupant(s). Refer to NEC 240.24 for additional information and reference. This does not necessarily have to be a separate drawing and may be included on the Life Safety Plan.

B. (continued):

2. If the proposed scope of work includes any type of remodel or change of occupancy to the existing space, then a separate plan submittal will be required for each space being modified.

COMMENTARY:

Prior to starting the plan submittal and permitting process, Pikes Peak Regional Building Department recommends the applicant contact the United States Postal Service directly to determine alternate mail delivery options and sufficiency thereof in lieu of the Executive Suite Permitting Options noted above.

USPS Contact information:

Address Management Systems

United States Postal Service, Colorado/Wyoming District

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