



COMMUNITY DEVELOPMENT AGENCY
BUILDING AND SAFETY DIVISION

THIRD PARTY SERVICES APPLICATION V 6-10-14 2P2S

Date of request: _____ Approved by: _____ Fee discount applied: _____

Third Party Services is a private service option CDA-Building & Safety allows that may be used by a permit applicant seeking swifter service than our normal plan review and/or inspection process can accommodate. Third Party Services must be approved by the Building Official. **Additional fees and coordination will be required between the permit applicant and the third party service provider. However, a reduction in County plan review and/or inspection fees may be applied by the Building Official to help offset third party charges.** Smaller projects may not realize a time savings when choosing this option.

Building address: _____ Type of construction: _____

Scope of permit: _____ Type of occupancy: _____

I wish to contract with the following private *plan reviewer*:

I wish to contract with the following private *inspector*:

Permit applicant (print): _____ Telephone: _____

Email address: _____

By initialing and signing the following, the permit applicant understands and agrees to each of the following:

_____ I understand other County Agency approvals and/or inspections may still be required.

_____ I understand 2 sets of plans/documents are required by a private plan review agency. When private plan check is completed, I will submit two sets of approved stamped plans/documents from the private plan reviewer to the Building Permit Counter. I understand Planning, Land Development, Fire and/or Environmental Health may each require their own plan review and/or inspections for my project.

_____ I understand and agree the County's fees may or may not be reduced because of my election to seek third party services for this permit application. I understand I will also compensate the private plan reviewer and/or private inspector for their service directly.

_____ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same private plan reviewer, paid for directly by the permit applicant and may require additional County approvals and/or fees.

_____ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this alternative plan review and/or inspection option I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of granting this application.

By my signature, I affirm I have read, understood and agree to the terms of this application: **Signature:** _____
Date: _____

Instructions for using this *Third Party Services Application* option

General instructions:

1. Review our list of approved private plan review and/or inspection service providers on our *Approved Third Party Service Providers* list included with this form.
2. Complete, initial and sign our *Third Party Services Application* form on the other side of this page and submit with your building permit application for review and approval.
3. Follow the instructions (below) applicable to your permit.

Instructions for using private PLAN REVIEW services:

1. Coordinate with your third party plan review service provider directly to provide them the necessary documents and payment for their plan review services.
2. It is the third party plan review service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within unincorporated Marin County.
3. Third party plan review service providers shall keep CDA-Building & Safety informed of all pertinent review and approval communication by emailing to buildinginspection@marincounty.org and including the words "**PLAN REVIEW FOR (project address)**" in the subject line of the email.
4. It is the permit applicant's responsibility to transmit all documents, stamped and approved by the private plan review service provider to CDA-Building & Safety for further processing and/or County review.

Instructions for using private INSPECTION services:

1. Coordinate with your third party inspection service provider directly to provide them the necessary documents and payment for their inspection services.
2. It is the third party inspection service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each type of inspection provided for projects within unincorporated Marin County.
3. Third party inspection service providers shall keep CDA-Building & Safety informed of all pertinent inspection and approval communication by emailing to buildinginspection@marincounty.org and including the words "**INSPECTION FOR (permit number(s))**" in the subject line of the email.
4. It is the permit applicant's responsibility to schedule inspections directly with the private inspection service provider and to transmit any documents, required by the private inspection service provider, or the County, to CDA-Building & Safety for further processing and/or County archiving.
5. Upon review and acceptance of each third party inspection report, CDA-Building & Safety staff will log the inspection and inspection results into the County permit tracking software for permanent record keeping.