

Third Party Plan Check

PURPOSE

The applicant may elect to utilize the Third Party Plan Check procedure when it is necessary to reduce the time required for building plan check and to expedite the building plan check approval process. It is the intent that the Third Party Plan Check apply specifically to building permits.

GENERAL

To qualify for the Third Party Plan Check (TPPC) procedure, all required Permit and Resource Management Department (PRMD) approvals must be obtained. If partial building permits, such as foundation only permits are requested under the TPPC process, all building permits related to that partial building permit are required to utilize the TPPC process.

AUTHORITY

The Building Official has the authority to render interpretations of the code and adopt and enforce rules and supplemental regulations to clarify the application of its provisions per Section 104.2.1 of the California Building Code.

PROCEDURE

1. The applicant shall have a site evaluation completed prior to applying for a TPPC.
2. The applicant shall submit a building permit application, two sets of complete building plans and related documents, such as soils report, structural calculations, Title 24 documentation, etc. to PRMD. Only complete submittals will be accepted. A completed site evaluation is required for a package to be considered complete. All site evaluation comments must be addressed. Projects subject to the flood plain ordinance (Chapter 7B, Sonoma County Code), or located within the Alquist Priolo zone are not eligible for TPPC, and subsequently, are not eligible for partial building permits.
 - a. The applicant will be advised of the required approvals and directed to appropriate cubicle staff to obtain any approvals. If required approvals can be obtained through an office clearance, the applicant will pay a plan check fee equal to 75% of the full plan check fee, and proceed to step 3 below.
 - b. **If required approvals cannot be obtained through an office clearance, the applicant cannot utilize the TPPC process.** If a grading permit is required, the grading permit needs to be issued to qualify for TPPC. (Under no circumstances shall the building plans

be submitted to the Consultant before submitting them to PRMD.)

3. The applicant shall select a Consultant from PRMD's list: *Third Party Plan Check Approved Consultants* (BPC-019). The applicant is responsible for payment of costs to the Consultant which are in addition to the building plan check fee in 2(a) above. To qualify, a Consultant must demonstrate to the Building Official a minimum of five (5) years plan check experience with structural, life safety, mechanical, electrical, and plumbing aspects of the adopted model codes. It is desirable that the Consultant be limited to municipal work to prevent any possible conflict of interest.
4. The applicant shall complete and submit the *Third Party Plan Check Notification* (BPC-018) to PRMD.
5. PRMD will assign the building plan check to a PRMD Building Plans Examiner (BPE) and the applicant will be notified.
6. The applicant shall submit additional copies of documents directly to the Consultant, as required.
7. After completion of each cycle of plan check, the Consultant shall submit a copy of the comments to the BPE and wait three (3) working days before submitting the comments to the applicant. This is intended to provide the BPE an opportunity to review the drawings and comments and contact the Consultant if necessary.
8. The Consultant shall provide PRMD a copy of all resubmittal correspondence between the applicant and the Consultant.
9. The applicant shall direct unresolved code issues between the applicant and Consultant to the BPE as soon as they arise.
10. Upon completion of the plan check process, the Consultant shall submit the following to BPE:
 - a. A letter of approval with a brief analysis of how the plans comply with the current codes.
 - b. All the plan check comments and responses.
 - c. Three (3) sets of approved plans and two (2) copies of related documents.
 - d. All sheets of plans and the cover sheet of other documents shall be stamped and signed as approved by the Consultant.
11. All subsequent field plan changes, structural revisions (resubmittals), and deferred submittal items related to the approved plans that have gone through the Third Party Plan Check Process shall be reviewed and approved by the Consultant with approved copies forwarded to PRMD for referrals and documentation. Final approval shall be that of PRMD.

The BPE will process and clear the documents for building permit issuance within three (3) business days from the receipt of the entire approved package.

ATTACHMENTS

1. Third Party Plan Check Notification form (BPC-018)
2. Third Party Plan Check handout (BPC-013)
3. Third Party Plan Check Approved Consultants (BPC-019)

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

Lead Author: DeWayne Starnes, Chief Building Official

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