



**THIRD-PARTY PLAN REVIEW SERVICES (TPPRIS) APPLICATION**

Date of Request: \_\_\_\_\_ Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Third-Party Services is a supplemental service option the Building Division of the Planning & Economic Development Department allows that may be used by a permit applicant seeking swifter service than our normal plan review and/or inspection process can accommodate. Some projects may not realize a time savings when choosing this option.

Third-Party Services must be pre-approved by the Building Department. **Additional fees and coordination will be required between the permit applicant and the third-party service provider.**

Third-Party Plan Review-Only:  YES  NO

Third Party Plan Review and Inspections:  YES  NO

Third Party Inspections Only:  YES  NO

Building Address: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Scope of Permit: \_\_\_\_\_ Occupancy Classification: \_\_\_\_\_

I wish to contract with this approved third-party service provider: \_\_\_\_\_

Permit Applicant (print): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Property Owner Name (print): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Applicant shall initial each statement below:

\_\_\_\_\_ I understand other City Agency review and approvals including Planning, Utilities, Engineering, Fire and/or Environmental Compliance may also be required.

\_\_\_\_\_ I understand 2 sets of plans/documents are required by the third-party service provider. When the TPPRIS is completed, I will submit 2 sets of approved stamped plans/documents from the TPPRIS provider to the Building Permit Counter.

\_\_\_\_\_ I understand the City's fees may not be reduced. I understand I will also compensate the TPPRIS provider directly for their service.

\_\_\_\_\_ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same TPPRIS provider, paid for directly by the permit applicant and may require additional City approvals and/or fees.

\_\_\_\_\_ I understand 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 hold harmless the City of Santa Rosa against liabilities, judgments, costs and expenses which may in any way accrue against said City in consequence of granting this application.

\_\_\_\_\_ I understand by signing the TPPRIS Application; I am aware of all terms and conditions of the TPPRIS policy.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **APPROVED THIRD-PARTY PLAN REVIEW & INSPECTION AGENCIES**

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<b>Subject:</b> Third Party Plan Review and Inspection Service	<b>Policy No:</b> 2.3.14 <b>Code Section:</b> CBC 104.1, 107.3 & 104.4 CRC R1041, R104.4 & R106.3	<b>Effective Date:</b> July 1, 2020	<b>Number of Pages:</b> 1 of 4
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**PURPOSE:**

Third Party Plan Review and Inspection Service (TPPRIS) is an option that the Building Division of Planning & Economic Development allows for a development permit applicant to expedite building permit plan review and/or inspections to achieve faster review and inspections than may be accommodated by Building Division staff. A project can be approved for TPPRIS for either plan review, inspection or both.

If inspections under this policy are desired; approval must be granted in-advance of permit application. The same agency that performed the TPPRIS plan review must be used for inspections.

This process and procedure may be used for inspections-only (if the project was not reviewed by a TPPRIS Consultant).

**GENERAL:**

Any applicant may choose to use an approved TPPRIS consultant if they think it will expedite the building plan review approval process and/or expedite inspections. All requests for third party plan review and/or inspection must be approved by the Chief Building Official (CBO) **PRIOR TO ENTERING INTO A CONTRACT WITH THE CONSULTANT.** Elective third-party plan reviews and/or inspections shall include the entire project including any and all revisions and deferred approvals. Use of the TPPRIS process is for Building Division plan review and/or inspection only and will not ensure faster plan review and/or inspection response by other City departments that must also review the permit submittal documents and/or inspect the project.

**AUTHORITY:**

The CBO has the authority under *California Building Code* (CBC) section 104.1 to adopt policies and procedures to clarify and enforce the provisions of the building code. CBC section 107.3 directs the Building Official to examine or cause to be examined all documents submitted for permit to ascertain their conformance with requirements of the building code and any other ordinances or requirements as adopted by the City. CBC section 104.4 and CRC section R104.4 authorizes the CBO to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

**POLICY:**

It shall be the policy of the Building Division of Planning & Economic Development to allow the use of TPPRIS Consultants in the building code plan review and approval process as-well-as providing inspections. All City Permit and Inspection Fees shall be paid to the City in-

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accordance with the adopted fee schedule. *If the project plan review fees and/or inspection fees are significantly higher than necessary for City management staff to administer the 3<sup>rd</sup> party process, the Chief Building Official may reduce service fees commensurate with the need at their discretion. Such reduction shall not be less than 25% of the published fee. To qualify for the reduction, applicants must request and have approval prior to permit application and fee payment. This reduction does not automatically reduce Fire Department plan review fees. The Fire Marshal must approve any reductions in SFRD's fees.* Additional fees and coordination will be required between the applicant and the third-party service provider. Time of performance and terms of service shall be negotiated solely between the applicant and the approved TPPRIS Consultant. The applicant shall pay the TPPRIS Consultant directly for their services. Any revisions, or other substantial changes to the project after the issuance of any building permit including any deferred approval items shall be reviewed by the same TPPRIS Consultant and returned to the Building Division prior to approval. It shall be the TPPRIS Consultant's responsibility to understand, comply with and enforce all codes, laws, regulations, ordinances, policies and procedures applicable to each plan review and/or inspection provided for projects within the City.

**PROCEDURE – TPPRIS PLAN REVIEW:**

1. The applicant shall obtain approval from the Chief Building Official or their Deputy **PRIOR TO ENTERING INTO A CONTRACT WITH THE CONSULTANT.** This shall be accomplished by submitting a completed TPPRIS application accompanied by a project narrative to the CBO.
2. Under no circumstances shall the building plans be submitted to the Consultant before TPPRIS is approved by the City.
3. The applicant shall select a Consultant from City's list of approved TPPRIS consultants. The applicant is responsible for payment of costs to the Consultant which are in addition to City's building plan check fees.
4. The applicant shall submit additional copies of documents directly to the Consultant, as required by the Consultant.
5. The applicant shall submit a building permit application in-accordance with all requirements found here: <https://srcity.org/DocumentCenter/Index/172> . Only complete submittals will be accepted. The signed/approved (by the CBO) TPPRIS application shall accompany the permit application. Projects subject to the flood plain ordinance, or those located within the Alquist Priolo zone, or projects with active code violations are not eligible for TPPRIS without express written authorization from the Chief Building Official.

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6. The applicant will be advised of any required - other departmental approvals. The applicant will pay required plan check fees.
7. After completion of each cycle of plan reviews Consultant shall forward a copy of plan review comment list to the City in parallel to issuing comments to applicant.
8. It shall be applicant's responsibility to coordinate any plan changes required by Consultant with all other City departments at each cycle of plan review. The Building Division will not be responsible for delays in permit issuance due to lack of coordination with other departments.
9. The Consultant shall confer directly with the City to resolve all interpretation issues developing during the plan review process.
10. It shall be Consultant's responsibility to process all submittals completely including collecting all required supporting documentation such as special inspection forms, geotechnical plan review letters, alternate material requests, hardship waivers modification requests etc. Conditional approvals will not be accepted without prior approval from CBO.
11. Upon completion of the plan check process, the Consultant shall submit the following to the City:
  - A letter of approval with a brief analysis of how the plans comply with the current codes.
  - Two (2) sets of approved plans and two (2) sets of related documents.
  - All sheets of plans and the cover sheet of other documents shall be stamped as approved by the Consultant.
12. After consultant approved plans are returned to City Building and Code Compliance Division, allow up to 10 working days for final Quality Control Review, coordination and final processing prior to permit issuance.
13. All subsequent field plan changes, structural revisions (resubmittals) and deferred submittal items related to the approved plans that have gone through the TPPRIS process shall be reviewed and approved by the Consultant with approved copies forwarded to City for referrals and documentation. Final approval shall be that of City.

**PROCEDURE – TPPRIS PLAN REVIEW AND INSPECTION:**

1. Follow procedure for TPPRIS Plan Review and select "YES" on TPPRIS Application for *Plan Review and Inspections*.

**PROCEDURE – TPPRIS INSPECTION-ONLY:**

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1. Follow procedure for TPPRIS Plan Review and select “YES” on TPPRIS Application for **Inspections-Only.**

**PROCEDURE FOR TPPRIS INSPECTIONS:**

1. Approved Consultant will act as the exclusive inspection entity for the duration of the project.
2. The City Building Division will not provide parallel or concurrent inspections.
3. Consultant may not be removed as project inspector without joint approval from the City and Owner/Developer.
4. Required inspections from other departments within the City or County will not be provided by Consultant. All other required City inspections shall be scheduled and coordinated independently of third-party building inspections provided by Consultant.
5. Consultant shall have inspection authority to act on behalf of the City’s Building Division and will be the sole source for coordinating with the City for interpretations, RFI, deferred approval and field change submittals.
6. Consultant shall assign a City-approved individual to act as project inspection manager for the duration of the project. All inspections shall be performed and/or coordinated by the managing inspector.
7. These services will be at Owner/Developer’s sole cost and expense.
8. The third-party inspection services will be for the duration of the project.
9. The Consultant shall coordinate directly with the City to ensure optimal inspection tracking and documentation satisfactory to the City. Consultant shall prepare and maintain regular inspection documentation that will be made available to the City upon request.
10. All deferred approvals, RFI’s, field changes shall be coordinated with Consultant as well as all affected City departments for review and approval.
11. Consultant shall coordinate all plan revisions with the City.
  - If a project was plan reviewed by a consultant, that consultant shall review and approve all revisions and provide two copies to Building Division staff. A Job Copy of the approved revisions will be provided to the builder.
  - If a project was NOT plan reviewed by a consultant, any necessary revisions shall be submitted to Building Division staff for review and approval. Once approvals can be executed, a Job Copy of the approved revisions will be provided to the builder.

Jesse Oswald, Chief Building Official