

Third Party Plan Check

BPC-013

Purpose:

An applicant may choose to use a third party building plan check consultant (Consultant) to reduce the time required for building plan check and to expedite the building plan check approval process. To qualify for the Third Party Plan Check (TPPC) procedure, all required Permit and Resource Management Department (PRMD) approvals must first be obtained. Partial building permits, such as foundation only permits, and all subsequent building permits related to that partial building permit are required to utilize this procedure.

Procedure:

1. A site evaluation by PRMD shall be completed prior to applying for the TPPC.
2. The applicant shall submit a building permit application, two sets of complete building plans and one set of related documents, such as soils report, structural calculations, Title 24 documentation, etc. to PRMD. One set of building plans will be routed to the fire inspector. Only complete submittals will be accepted. A completed site evaluation is required for a submittal to be considered complete. All site evaluation comments must be addressed. Projects subject to the flood plain ordinance (Chapter 7B, Sonoma County Code), located within the Alquist Priolo zone, or projects with active code violations 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 staff to obtain any approvals. If required approvals can be obtained through an office clearance, the applicant will pay plan check fees and proceed to step 3 below.
 - b. **If required approvals cannot be obtained through an office clearance, the applicant cannot use the third party 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 of approved consultants. The applicant is responsible for payment of costs to the Consultant which are in addition to PRMD's building plan check fees.
4. The applicant shall complete and submit the attached Third Party Plan Check notification 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.

Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-2210

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 the 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 approximately three (3) business days from the receipt of the entire package.