

COUNTY OF PLACER

Community Development Resource Agency

BUILDING

Third-Party Plan Review Procedure

Permit applications must be submitted to the Building Department before an applicant contracts with a third-party review firm/engineer. Third- party firms will not accept the plans if this is not done first.

Plan sets for third party applications must include the following **additional** plans for the Building Department.

- Four site/plot plans
- One elevations plan
- One floor plan

The Building Department will assign an application number when the appropriate application fee is paid. The applicant will need the assigned number so the third-party firm can use it to identify the project on all documents and correspondence. The applicant will be responsible for all correspondence and corrections to plans with the third-party firm during the plan check process.

Two complete sets of plans, stamped with the application number, are also needed for the third-party firm. When the plan check process is complete and the plans are ready for the Building Department to review, before issuing a permit, one complete approved plan set will be returned to the applicant.

Before issuing the permit, the Building Department will require an additional 3 to 7 workdays for review. If a structural correction to the plans is necessary, the plans may have to be returned to the third-party firm for additional review of any changes.