



**COUNTY OF PLACER**  
**Community Development Resource Agency**

**BUILDING**

Administrative Policy  
Third Party

TO: Building Department Staff

From: Tim Wegner, Assistant Chief Building Official

Approved: Chief Building Official, Bob Martino

Effective Date: March 1, 2008

**ISSUE:**

Applicants many times desire the use of an outside approved consultant in the completion of the plan check process. The process by which firms are approved, and applicants are to follow is defined below.

**BACKGROUND/HISTORY:**

Placer County has historically accepted a third-party firm's review, comments, and acceptance in lieu of plan check having been completed within the Department.

**POLICY:**

Permit applicants wishing to expedite their plan review process may contract with a building department approved third party plan review firm for their services. Third party approvals will be accepted by the Placer County Building Department for the specific purpose of issuing a building permit. For a current list of approved firms, check the department's web site at [www.placer.ca.gov/building](http://www.placer.ca.gov/building).

This service is offered for the convenience of the applicant. The fee charged by the third party firm is paid directly by the applicant. Such compensation to the third-party shall not be in lieu of fees charged by the County.

Every attempt to ensure thoroughness and accuracy will be made. However, any errors and/or omissions discovered on the plans when received by the Placer County Building Department shall not be deemed to waive or modify any code requirements.

**The Procedure**

Permit applications must be submitted to the Building Department prior to contracting with a third-party review firm/engineer--see "Third-party plan review" form.

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, and this number shall be inserted onto the form. 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 plan check firm. Once the plan check process is completed and ready for issuance, one complete approved plan set will be returned to the applicant at issuance.

Prior to the issuance of the permit, the Building Department will require an additional 3 to 7 workdays for review for normal residential projects. If any corrections to the plans are necessary (either structural or non-structural), the plans may have to be returned to the third party for additional review of any changes.

#### **THIRD-PARTY PLAN REVIEW COMPANIES**

To become an approved third-party firm the following is to be provided:

- Signed Placer County Contract
- Insurance certificates
- Employee resumes

Once provided and found to be in compliance with Placer County requirements, the following is to be completed:

- Copy of signed contract returned to firm
- Copy of "Third-Party Plan Review" form provided to firm
- Acceptance letter sent to firm with above information
- Update firms on website
- Notify front counter of new firms
- File information under firm name in Third-party file system

Approved third-party firms are companies that have met the Placer County Building Department's minimum requirements for providing third-party plan review services, and have on file a currently valid written agreement with the Placer County Building Department.

PLEASE NOTE: Not all companies/engineers are qualified to review all type of plans. A firm interested in being included on this list should have a representative contact the Building Department for information regarding insurance requirements and professional qualifications.

While applicants may go to the third-party firm prior to any contact with the building department, applicants who do so are not entitled to the turn-around review in this program and do not have any claim of automatic approvals by the building department. One of the reasons it is important for applicants to use the program as established in this procedure is so that Planning can review the application at the front end of the process. Otherwise, the applicant may find their project does not meet Planning requirements after the third-party firm has completed their review.