



Development Services Department
Building Division
 311 Vernon Street
 Roseville, California 95678-2649

RE: Agreement for Third Party Plan Review

Dear Applicant,

Thank you for your interest in the Building Division’s Third Party Plan Review process.

The Building Division offers Third Party Plan Review that allows applicants to work directly with a consultant during the design stages of their project. The City Council has authorized four consultant groups to perform third party plan review. A benefit of this process is that applicants are able to work with consultants as code issues arise, revise and resubmit plans until they are complete.

Applicants interested in Third Party Plan Review should be aware that consultant **fees for this service are collected in addition to the Building Division’s administration and permit fees.** Consultant fees and timeframes vary. The Building Official will select a consultant that minimizes time and costs to the project.

The process for Third Party Plan Review is as follows:

- Contact the Building Official for approval of third party review
- The Building Official will select a consultant group and determine the consultant deposit amount due
- The applicant will apply for a building permit and provide this completed agreement (Application may be made by submitting online through the [OPS Portal](#) or by submitting required items on a flash drive or similar data storage device at the Permit Center)
- Administration fees and consultant deposit will be collected
- The **plans must indicate the percentage of completion** on the cover sheet. Building Division staff will distribute plans to other applicable City departments for review and approval at 75% plan completion
- Permit fees will be collected prior to issuance of the building permit

By completing and signing this form you hereby agree to the process and fees for Third Party Plan Review as identified above.

<u>Project Address/Suite Number:</u>	_____
<u>Applicant Name:</u>	_____
<u>Applicant Phone Number:</u>	_____
<u>Applicant Email:</u>	_____
<u>Applicant Signature:</u>	_____
<u>Date:</u>	_____

For more information regarding the Third Party Plan Review process, please contact the Building Division at buildingplanreview@roseville.ca.us or (916) 774-5332.