

	STANDARD OPERATING POLICY AND PROCEDURE Community and Economic Development	Number: 1-3
Subject: Outside Plan Review Consultants		Approval Date: April 17, 2007
Approval: Chuck King, Building Official		Effective Date: May 17, 2007

1.0 PURPOSE

This document describes the policy of utilizing Outside Plan Review Consultants.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

Updated August, 2015

Updated February, 2019 –New Code Adoption

4.0 CODE REFERENCE

2018 International Building Code (IBC), Section 107.3

5.0 POLICY

The IBC states that the *building official* shall examine or cause to be examined the submittal documents to determine if the requirements of the code are met. Normal process is for building plan review staff to perform plan reviews for all construction within the Town. When staff is unable to perform plan review in a timely manner due to work loads, or if a project is deemed time intensive, construction documents may be reviewed by an approved “Outside Plan Review Consultant”. The *building official* shall be responsible for approval of consultants. A professional and thorough review shall be performed and all requirements of currently adopted codes, as amended, shall be met.

Consultants shall be employed under a contract approved by the Town. Plan review fees are determined by the *building official* in accordance with adopted fee schedules, and consultant fees shall be based on a percentage of plan review fees collected.