

	STANDARD OPERATING POLICY AND PROCEDURE Community Development and Public Works	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 Development and Public Works (CDPW) Personnel

3.0 REVISION HISTORY

Updated August, 2015

4.0 CODE REFERENCE

2012 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 construction documents to determine if the requirements of the code are met. Typically the building plan review staff will 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, the construction documents may be reviewed by an approved "Outside Plan Review Consultant". This determination shall be made by the *building official*. A professional and thorough review shall be performed and all requirements of currently adopted codes, as amended, shall be met.

Outside plan review consultants shall be approved by the *building official* prior to sending plans for review, and these consultants shall be employed under a contract approved by the Town. Plan review consultants are compensated by the applicant through the permitting process. Plan review fees are determined by the *building official*. In accordance with adopted fee schedules and all payments are received by the Town.