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

Dear Third Party Applicant,

RE: **Agreement for Third Party Plan Review**

Thank you for your interest in the City's Third Party Plan Review process.

The City of Roseville offers a 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 (4) consultants 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. Once complete, the consultant delivers the plans to the City for processing and issuance.
In many instances this occurs the same day.

Applicants interested in Third Party Plan Review should be aware that consultant fees are **in addition** to the Building Division's plan review and permit fees. The Building Division will setup a Consultant Deposit Account at the time of application submittal. Consultant fees and timeframes vary. The Building Official will select a consultant, with applicant input, 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 the Third Party Review
- The Building Official will select a Third Party Consultant
- Applicant shall submit a Building Permit Application to the Permit Center
- Building Permit Plan Review, Planning Plan Review and Consultant Deposit fees will be collected at the Permit Center upon application submittal
- The Building Official will determine if the project requires other department or agency approvals. If required, the applicant shall submit four (4) sets of complete plans for City distribution to the applicable departments and agencies**, at 75% plan completion.**
- Upon Third Party Plan Review approval, consultant will deliver plans to City for final processing.
- Permit Fees will be collected at Permit Center prior to issuance of Building Permit.

THIRD PARTY PLAN CHECK REVIEW AGREEMENT

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

Project BD Number: **BD** _____

Project Address/Suite Number: _____

_____

Applicant Name: _____

Applicant Phone Number: _____

Applicant Email: _____

Applicant Signature: _____

Date _____

For more information regarding the Third Party Plan Review process, please contact Mike Helmer mhelmer@roseville.ca.us or Jacqueline Kelleher jkelleher@roseville.ca.us or call (916) 774-5332.

CITY OF ROSEVILLE
THIRD PARTY - CONSULTANT CONTACT LIST

Bureau Veritas North America, Inc. 180 Promenade Circle, Suite #150 Sacramento, CA 95834 Contact: Pete Guisasola, CBO Phone: (916) 514-4512	Interwest Consulting Group 1613 Santa Clara Drive, Suite #100 Roseville, CA 95661 Contact: Robert T Berna Phone: (916) 781-6600
CSG Consultants, Inc. 1022 G Street Sacramento, CA 95814 Contact: Bob Latz, CBO Phone: (916) 492-2275	4Leaf, Inc. 4401 Hazel Avenue, Suite #135 Fair Oaks, CA 95628 Contact: Craig Tole Phone: (925) 462-5959