



COMMUNITY DEVELOPMENT AGENCY  
BUILDING AND SAFETY DIVISION

THIRD PARTY SERVICES APPLICATION V 6-10-14 2P2S

Date of request: \_\_\_\_\_ Approved by: \_\_\_\_\_ Fee discount applied: \_\_\_\_\_

Third Party Services is a private service option CDA-Building & Safety allows that may be used by a permit applicant seeking swifter service than our normal plan review and/or inspection process can accommodate. Third Party Services must be approved by the Building Official. **Additional fees and coordination will be required between the permit applicant and the third party service provider. However, a reduction in County plan review and/or inspection fees may be applied by the Building Official to help offset third party charges.** Smaller projects may not realize a time savings when choosing this option.

Building address: \_\_\_\_\_ Type of construction: \_\_\_\_\_

Scope of permit: \_\_\_\_\_ Type of occupancy: \_\_\_\_\_

I wish to contract with the following private *plan reviewer*:

\_\_\_\_\_

I wish to contract with the following private *inspector*:

\_\_\_\_\_

Permit applicant (print): \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

**By initialing and signing the following, the permit applicant understands and agrees to each of the following:**

\_\_\_\_\_ I understand other County Agency approvals and/or inspections may still be required.

\_\_\_\_\_ I understand 2 sets of plans/documents are required by a private plan review agency. When private plan check is completed, I will submit two sets of approved stamped plans/documents from the private plan reviewer to the Building Permit Counter. I understand Planning, Land Development, Fire and/or Environmental Health may each require their own plan review and/or inspections for my project.

\_\_\_\_\_ I understand and agree the County's fees may or may not be reduced because of my election to seek third party services for this permit application. I understand I will also compensate the private plan reviewer and/or private inspector for their service directly.

\_\_\_\_\_ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same private plan reviewer, paid for directly by the permit applicant and may require additional County approvals and/or fees.

\_\_\_\_\_ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this alternative plan review and/or inspection option I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of granting this application.

**By my signature, I affirm I have read, understood and agree to the terms of this application:**      **Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## **Instructions for using this *Third Party Services Application* option**

### **General instructions:**

1. Review our list of approved private plan review and/or inspection service providers on our *Approved Third Party Service Providers* list included with this form.
2. Complete, initial and sign our *Third Party Services Application* form on the other side of this page and submit with your building permit application for review and approval.
3. Follow the instructions (below) applicable to your permit.

### **Instructions for using private PLAN REVIEW services:**

1. Coordinate with your third party plan review service provider directly to provide them the necessary documents and payment for their plan review services.
2. It is the third party plan review service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within unincorporated Marin County.
3. Third party plan review service providers shall keep CDA-Building & Safety informed of all pertinent review and approval communication by emailing to [buildinginspection@marincounty.org](mailto:buildinginspection@marincounty.org) and including the words "**PLAN REVIEW FOR (project address)**" in the subject line of the email.
4. It is the permit applicant's responsibility to transmit all documents, stamped and approved by the private plan review service provider to CDA-Building & Safety for further processing and/or County review.

### **Instructions for using private INSPECTION services:**

1. Coordinate with your third party inspection service provider directly to provide them the necessary documents and payment for their inspection services.
2. It is the third party inspection service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each type of inspection provided for projects within unincorporated Marin County.
3. Third party inspection service providers shall keep CDA-Building & Safety informed of all pertinent inspection and approval communication by emailing to [buildinginspection@marincounty.org](mailto:buildinginspection@marincounty.org) and including the words "**INSPECTION FOR (permit number(s))**" in the subject line of the email.
4. It is the permit applicant's responsibility to schedule inspections directly with the private inspection service provider and to transmit any documents, required by the private inspection service provider, or the County, to CDA-Building & Safety for further processing and/or County archiving.
5. Upon review and acceptance of each third party inspection report, CDA-Building & Safety staff will log the inspection and inspection results into the County permit tracking software for permanent record keeping.

**APPROVED THIRD PARTY SERVICE PROVIDERS**

This list is intended for use with the form Third Party Services Application. Our normal permit fees collected by the Building & Safety Division may or may not be reduced and will still be collected. This third party option is elective and is intended to be available on an 'as-approved' basis as determined by the Building Official. The permit applicant is expected to contact and coordinate with the third party service provider directly regarding transmittal of plans, corrections, scheduling inspections, etc.

The following is a list of third party service providers which have already been approved by the Building & Safety Division. Other service providers may be used upon approval of qualifications by the Building Official:

- |   |   |  |
|---|---|--|
| <b>Plan Review<br/>&amp; Inspection</b> | Bureau Veritas<br>180 Promenade Circle, Suite 150<br>Sacramento, CA 95834                   | Phone: (916) 725-4200<br>Fax: (916) 725-8242                           |
| <b>Plan Review<br/>&amp; Inspection</b> | Phillips Seabrook Associates<br>100 Stony Point Rd. #190<br>Santa Rosa, CA 95401            | Phone: (707) 544-9500<br>Fax: (707) 544-9502<br>Mobile: (707) 953-9138 |
| <b>Plan Review<br/>&amp; Inspection</b> | Coastland Civil Engineering, Inc.<br>1400 Neotomas Avenue<br>Santa Rosa, CA 95405           | Phone: (707) 571-8005<br>Fax: (707) 571-8037                           |
| <b>Plan Review<br/>&amp; Inspection</b> | TRB & Associates, Inc.<br>3180 Crow Canyon Place, Suite 216<br>San Ramon, CA 94583          | Phone: (925) 866-2633<br>Fax: (925)790-0111                            |
| <b>Plan Review<br/>&amp; Inspection</b> | Interwest Consulting Group<br>6280 Las Positas Blvd, Suite 220<br>Pleasanton, CA 94588      | Phone: (925) 462-1114<br>Fax: (925) 462-1115                           |
| <b>Plan Review<br/>&amp; Inspection</b> | Sally Swanson Architects, Inc.<br>220 Sansome Street, Suite 1100<br>San Francisco, CA 94104 | Phone: (415) 445-3045<br>Fax: (415) 445-3055                           |
| <b>Plan Review<br/>&amp; Inspection</b> | CSG Consultants Inc.<br>1257 Quarry Lane, Suite 100<br>Pleasanton, CA 9456                  | Phone (925) 931-0370<br>Fax (925) 931-0388                             |
| <b>Plan Review</b>                      | CodeSource CODEGREEN<br>7064 Corline Ct., Suite D<br>Sebastopol, CA 95472                   | Phone (707) 823-8489<br>Fax (707) 823-8489                             |
| <b>Plan Review<br/>&amp; Inspection</b> | Ballard and Watkins, Const. Services<br>174 Pine Street<br>San Anselmo, CA 94960            | Phone (415) 457-3157<br>Fax (415) 457-7254                             |

**Plan Review** Bruce King  
**& Inspection** PO Box 6397  
(Structural only) San Rafael, CA 94903

Phone (415) 987-7271  
[Bruce@bruce-king.com](mailto:Bruce@bruce-king.com)

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