



THIRD PARTY PLAN REVIEW SUBMITTAL PROCEDURE

**Effective Date:
January 1, 2019**

**Supersedes Previous
Policy and procedure**

**Issued By:
Jerry Heinline
Building Official**

1. The owner/agent, developer, hires an approved third-party review firm for the project.
2. The third-party review firm must be selected from the Town of Christiansburg's approved list. Other review firms may be used but shall be approved by the Building Official.
3. The construction documents are submitted directly to the third-party review firm.
4. Upon approval, all plans shall contain the stamp of the approved plan review firm.
5. In accordance with 18 VAC10-20-760, drawings that are prepared by a registered design professional must bear a professional seal on all sheets; signature is required and date within seal.
6. An approval letter shall also accompany the approved drawings. The approval letter shall contain the following:

Name of the project
Address of the project
Name of plan reviewer(s)
Disciplines for which approval has been given
Date of the review.
A narrative of the project

7. Two (2) paper copies of the drawings are required and one (1) digital set.
8. Once the Building Department receives the approved drawings permits may be issued.
9. Any revisions to the plans once approved, shall be sent to the third-party review firm for approval.
****Minor revisions may be approved by the Town of Christiansburg on a case-by-case basis****
10. Plans may be directed to the Building Official. jheinline@christiansburg.org

