



THIRD PARTY PLAN REVIEW CERTIFICATION REQUIREMENTS

The following are the minimum requirements that must be met to be approved to perform plan review on buildings and systems permitted in the Town of Christiansburg.

1. Provide a resume to demonstrate a minimum of five years of experience designing, checking, and reviewing using the Code(s) for the discipline(s) in which certification is sought. Include additional information that may be helpful evaluating your experience.
2. Provide three references with contact information that will verify your professional experience.
3. Hold a valid and current license in the commonwealth of Virginia as a professional engineer or architect.
4. Hold valid and current certifications from the International Code Council as shown in the table below to be certified as a Third-Party Reviewer for the specific component. You may obtain International Code Council certification by successfully completing Professional Certification Examinations.

| Component | Certifications Required | Related Codes |
|-------------|---|--|
| Building | Building Plans Examiner Accessibility Inspector/Plans Examiner | International Building Code ICC/ANSI A117.1 |
| Mechanical | Mechanical Plans Examiner Commercial Energy Plans Examiner | International Mechanical Code International Fuel Gas Code International Energy Conservation Code |
| Plumbing | Plumbing Plans Examiner Accessibility Inspector/Plans Examiner | International Plumbing Code International Fuel Gas Code ICC/ANSI A117.1 |
| Electrical | Electrical Plans Examiner Commercial Energy Plans Examiner | National Electrical Code International Energy Conservation Code |
| Fire | Fire Plans Examiner Building Plans Examiner | International Fire Code, NFPA 13, 14, 20 & 72 International Building Code |
| Structural | Building Plans Examiner | International Building Code |
| Residential | Residential Plans Examiner Residential Energy Inspector/Plans Examiner | International Residential Code International Energy Conservation Code |

CONFLICT OF INTEREST

Third Party Plan Reviewers performing reviews for projects in the Town of Christiansburg shall adhere to the following conflict of interest standards.

Third Party Plan Reviewers submitting plans to the Town of Christiansburg:

- Shall provide services only in the areas of their competence consistent with their certification, experience, and expertise.
- Shall not review plans for designs performed by their own firm, even though not involved in the design.
- Shall not perform inspections for designs performed by their own firm, unless specifically approved by the Building Official.
- Shall not be influenced by owners, developers, contractors, and members of the design team in the performance of their duty.
- Other than their customary fee for services, shall not have financial interests in common with the owner, developer, or contractor.
- Shall disclose to the Building Official all known or potential conflicts of interest that may, or appear to, influence their judgment.
- If found to be in violation of this Conflicts of Interests policy shall be subject to disciplinary action up to and including dismissal from the program.

Third Party Plan Reviewer (Name): _____

Company Name: _____

Address: _____

Contact #: _____

Email: _____