



**Building Department
Policy and Procedures**

Third Party Plan Review
Version 042517

**Effective Date:
April 25, 2017**

**Supersedes Previous
Policy and procedure**

**Issued By:
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Building Official**

The following buildings shall be required to be reviewed by a third party plan review agency for all new construction and remodeling projects. The Town of Christiansburg has a list of pre-approved review firms. If you choose an agency that is not currently approved by the Town of Christiansburg you shall provide the credentials of the agency to the Building Official for review. All residential single family plans will be reviewed by the Town Building Department.

(Group A, E, F, H, I, R-1, R-2, R-3, R-4)^{2,3} – Third party review required for all buildings meeting these use groups.

(Group B, M, S-1, S-2 and U)^{2,3} – Buildings that meet any one of the following:

- A. Exceeds the allowable area per floor as required by table 503 based on the type of construction.
 - B. Exceeds the story limitations as required by table 503 based on the type of construction.
 - C. Involves mixed use groups.
 - D. Level 3 renovations to an existing building.
 - E. Multiple buildings on the same lot.
 - F. Fire areas that exceed the maximum allowable fire area requirements of chapter 9 of the Virginia Construction Code pertaining to the specific use group.
1. The Town of Christiansburg shall have the option to require a third party review on any plan, in addition to these identified in this document should our work load at the time of submittal necessitate a third party review.
 2. A/E seal is required per Code of Virginia 54.1-402.
 3. Group A buildings with less than 50 occupants classified as group B per VCC 303.1.1 may be reviewed by the Town of Christiansburg on a case by case basis.
 4. Small buildings and structures of group B, M, S-1, S-2 and U may be reviewed by the Town of Christiansburg on a case by case basis.
 5. It is the responsibility of the owner/developer/design professional to reply and communicate all plan review comments with the selected review firm.
 6. Plans that undergo a third party review will not be accepted without an approved stamp from the review firm or person who performed the review.
 7. Two sets of stamped “approved” plans shall be submitted to the Town of Christiansburg once complete. One set will be for the job site and one set kept for permanent record at the Town of Christiansburg.

