



The purpose of this document is to inform Third Party Building Plan Reviewers of procedures required for listing renewal prior to expiration, or reinstatement upon removal.

### **APPLICATION TERM**

A Third Party Building Plan Reviewer who completes all requirements for inclusion on the city's list of reviewers will be placed on the list for a period of 12 months.

### **REJECTED APPLICATION**

Any application rejected by the Development Services Department shall be returned to the applicant together with the reason(s) for the rejection in writing.

### **GROUND FOR REMOVAL**

A Third Party Building Plan Reviewer may be removed from the list of certified reviewers if he or she does not consistently produce drawings which meet the requirements of the building code, does not follow program guidelines, or does not maintain minimum qualifications as outlined in informational documents distributed by the Development Services Department.

### **RIGHTS OF APPEAL**

A reviewer who has had an application rejected or listing terminated may appeal the decision to the Development Services Department Assistant Director of Commercial Services per procedures established by the department. The decision of the Assistant Director is final.

### **RENEWAL and REINSTATEMENT**

1. Applications for renewal shall be submitted no less than 60 days prior to the expiration of the term of qualification. A statement shall be submitted certifying the information that accompanied the original application for approval or the immediate previous re-approval remains unchanged. If any of the information previously submitted has changed, then only the changed information needs to accompany the application for renewal.
2. Reviewers applying for reinstatement of a terminated listing shall submit a new application together with all accompanying documentation. Additionally a statement is required describing in detail what action the reviewer has taken to correct deficiencies that caused the delisting.
3. The Development Services Department may, at its sole discretion, issue probationary approvals valid for less than the standard term of 12 months. Examples of probationary approvals include; documented registration for testing date after certification expiration but no later than 30 days after expiration, list reinstatement following removal, etc.

### **QUESTIONS**

Questions may be directed to Deborah Larkins, 602-495-0473.

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This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.