



# Plan Check Service Request Residential

The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

## A. Project Information

A completed request form must be attached as the 2<sup>nd</sup> page of the Application (APP) file.

At application intake, use this form to request authorization from the County Building Division for Residential Third-party Plan Check services.

**Third-Party Plan Check Service:** Per California HSC 17960.1 and 19837, subject to excessive delays the governing body of a local agency may authorize its enforcement agency (building division) to temporarily approve requests for expedited third-party plan check to substitute for the County "building" review. Residential project requests may include new construction, alterations, and additions of detached single-family, duplex, townhouse, ADU, and JADU projects.

**Building Official Determination** (this form will be returned to the owner/applicant by email with the result marked below)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Result: ☐ Approved ☐ Denied

## Project Location

APN: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Legal Property Owner Requesting TPC Service** (name/signature required and acknowledges agreement/understanding of all requirements)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**(TPC) Third-Party Plan Check** (indicate a TPC service from part C below at application intake, selection may not be deferred)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

BBR Studio Email: \_\_\_\_\_

## B. General Information

**Initials** Property Owner must initial each item below. TPC=Third-party Plan Check (selected from part C)

1. By submitting a PLG-207 the Owner acknowledges responsibility to verify all applicable project requirements. For assistance, schedule an appointment with County staff ([Appointment Self-Scheduler](#)).
2. Submit a completed PLG-207 request form when applying for a building permit ([ePlan](#)) and identify a TPC service from part C below. (no selection, marking TBD or otherwise, will result in "denied")
3. The Owner is responsible for independently coordinating County processing requirements, TPC services, TPC payments, or similar with the TPC. TPC expedited services are additional fees. County fees are not reduced.
4. TPC services must be for the complete project scope, including but not limited to, retaining walls, pools, detached structures, PV Systems, or other aspects normally reviewed by "building" for permit issuance. The TPC must review all subsequent deferred submittals, construction change documents, or similar until finalized/closed by the County.
5. TPC reviews must be coordinated with other agencies for compliance with applicable legal requirements, California codes, county ordinances, or similar. The TPC will provide the County clarifications related to their reviews if requested.
6. TPC Bluebeam Studio account email required above. TPC must review documents uploaded to the County Bluebeam Session, including the final submittal documentation. Red marks or other information may not be added to submittals.
7. TPC corrections are independently coordinated; they are not processed by the County. However, at each resubmittal the response letter must: a) clearly describe design changes; or b) clearly state there were no design changes. A TPC review status will always display as "Not Required" on the application status webpage.
8. Once the project reaches "Consolidation" status (approved by all agencies), the TPC must upload a completed [PLG-209 Plan Check Service Completion](#) form to the Bluebeam session with the construction area tabulations in part B.
9. During Consolidation County staff stamps documents for permit issuance after submittal assessment. The TPC will be identified in the SCC "reviewed for code compliance" stamp.



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## C. Approved (TPC) Service TPC=Third-party Plan Check

TPC Provider	TPC Contact
<b>4Leaf</b> 2126 Rheem Drive, Pleasanton CA, 94588	Caitlin Roeder 925-462-5959 <a href="mailto:croeder@4leafinc.com">croeder@4leafinc.com</a>
<b>Bureau Veritas North America, Inc.</b> 180 Promenade Circle, Suite 150 Sacramento California 95834	Craig Baptista 916-514-4516 (direct)   916-725-4200 (main) <a href="mailto:craig.baptista@bureauveritas.com">craig.baptista@bureauveritas.com</a> <a href="mailto:andrea.coley@bureauveritas.com">andrea.coley@bureauveritas.com</a>
<b>CSG Consultants, Inc.</b> 930 Fresno Street, Newman, CA 95360	Crickett Brinkman 209-862-9511 <a href="mailto:planreview@csgengr.com">planreview@csgengr.com</a>
<b>Shums Coda Associates</b> 5776 Stoneridge Mall Rd., Ste 150, Pleasanton, CA 95688	Christine Godinez, COO 925-463-0651 <a href="mailto:christine.godinez@shumscoda.com">christine.godinez@shumscoda.com</a>
<b>TRB and Associates, Inc.</b> 3180 Crow Canyon Place, Suite 216, San Ramon, CA 94583	Dan McLaughlin, PE, CASp, Senior Plan Review Engineer 925-866-3633 <a href="mailto:dmclaughlin@trbplus.com">dmclaughlin@trbplus.com</a>
<b>True North Compliance Services, Inc.</b> 3939 Atlantic Ave, # 224, Long Beach, CA 90807	Amar Hasenin 858-254-4158 <a href="mailto:amar@tncservices.com">amar@tncservices.com</a>
<b>VCA Code</b> 1845 W. Oranewood Avenue, Suite 210, Orange, CA 92868	Bob Heinrich 714-363-4703 <a href="mailto:bheinrich@vcacode.com">bheinrich@vcacode.com</a>
(end of list)	