

**CITY OF PALO ALTO
BUILDING DIVISION
285 Hamilton Avenue, 1st Floor
Palo Alto, CA 94301
(650) 329-2496**

REQUEST FOR ELECTIVE (3RD PARTY) PLAN CHECK

Project Address: _____ Permit # _____

Applicant: _____

Requested Elective (3rd Party) Plan Check Agency: _____

Type of Plan Check: _____ Structural only
 _____ Architectural (Non-structural) only
 _____ Structural & Architectural

1. Elective (3rd Party) plan checks shall include the entire project, including all revisions. Architectural plan checks shall include review of Energy Code and accessibility regulations, electrical, plumbing and mechanical systems.
2. Time of performance and terms of service shall be negotiated solely between the applicant and the Elective (3rd Party) Plan Check Agency. The applicant shall pay the Elective (3rd Party) Plan Check Agency directly for their services. The Building Division will collect a reduced Plan Check Fee equal to 25% of the regular Plan Check Fee to cover the cost of processing the application. The Plan Check Fee, along with all applicable Zoning, Fire and Public Works Plan Check Fees, will be collected at the time the Building Permit application is submitted.
3. Use of the Elective (3rd Party) Plan Check process **does not** ensure faster plan check turn-around times by other City departments that must also review plans of the project. The applicant is responsible for communicating with other City departments about plan check status. Corrected plans and responses to plan check comments from the Elective (3rd Party) Plan Check Agency shall be submitted directly to the Elective (3rd Party) Plan Check Agency. Corrections and responses to plan check comments from other City departments shall be submitted to the Building Division.
4. Two sets of approved plans and documents returned to the Building Division from the Elective (3rd Party) Plan Check Agency shall be stamped "Approved" (each page) by the Elective (3rd Party) Plan Check Agency and shall include all revisions required by other City departments. The applicant is responsible for ensuring that the plans approved by the Elective (3rd Party) Plan Check Agency are consistent with those submitted to other City departments. Minimizing inconsistencies will expedite permit issuance.
5. Approved plans returned from the Elective (3rd Party) Plan Check Agency shall include a completed Special Inspection Schedule, if applicable.
6. After approved plans are returned to the Building Division, allow up to five working days for final Quality Control review, coordination and preparation for permit issuance.
7. Any revisions or other substantial changes to the project after issuance of Building Permit shall be reviewed by the same Elective (3rd Party) Plan Check Agency and returned to the Building Division for approval. A Revision Application shall first be filed with the Building Division prior to delivering the revisions to the Elective (3rd Party) Plan Check Agency. The City will collect an administrative fee to process each revision.

Applicant: _____ Date: _____

Building Official: _____ Date: _____

Approved Elective (3rd Party) Plan Check Agencies

CSG Consultants, Inc.
1700 South Amphlett Boulevard, Third Floor
San Mateo, CA 94402
(650) 522-2500

Interwest Consulting Group
6280 W. Las Positas Boulevard, Suite 220
Pleasanton, CA 94588
(925) 462-1114

Kutzmann & Associates
39355 California Street, Suite 200
Fremont, CA 94538
(510) 796.3003

RK Associates
2358 Fish Creek Place
Danville, CA 94506
(925) 820-4816

James E. Russell, PE
3654 Sun View Way
Concord, CA 94520
(925) 687-1974

TRB and Associates, Inc.
3180 Crow Canyon Place, Suite 216
San Ramon, CA 94583
(925) 866-2633

WC3 (West Coast Code Consultants, Inc.)
2400 Camino Ramon, Suite 240
San Ramon, CA 94583
(925) 275-1700

- Requests to use an Elective (3rd Party) Plan Check Agency not listed above may be approved by the Chief Building Official subject to a review of qualifications, experience, references and other factors.

CONTACT LIST FOR CITY DEPARTMENTS & DIVISIONS

Building Division	329-2496
Fire Department	329-2135
Planning – Current Planning	329-2441
Planning – Green Building Program	329-2189
Public Works – Engineering	329-2151
Public Works – Environmental Compliance	617-3165
Public Works – Solid Waste/Recycling	496-5911
Utilities – Electric Engineering	566-4500
Utilities – Cross Connection Control	496-6967
Utilities – Water Conservation	329-2275
Utilities – Water-Gas-Wastewater Engineering	566-4501

CONTACT LIST FOR AGENCIES OUTSIDE THE CITY

Santa Clara County Environmental Health Department	(408) 299-6060
Santa Clara Valley Water District	(408) 265-2600