



NOTICE OF INTENT TO USE THIRD PARTY PLAN REVIEW AGENCY

The purpose of this notification is to inform the City Of Richmond of the Permit Applicant’s intention to utilize Third Party Plan review services in connection with the following construction project.

SECTION A - APPLICANT INFORMATION

1. APPLICANT NAME _____
2. PROJECT NAME _____
3. PROJECT ADDRESS _____

SECTION B - THIRD PARTY PLAN REVIEW AGENCY

The Third Party Plan Review agency will be used for the project

1. AGENCY NAME _____
2. NAME OF PROFESSIONAL IN CHARGE: FIRST _____ LAST _____
3. STREET ADDRESS _____ SUITE _____
4. CITY _____ STATE _____ ZIP _____
5. PHONE NO. (____) _____ CELL NO. (____) _____
6. FAX NUMBER (____) _____ WEBSITE _____
7. AGENCY APPROVAL ID NUMBER _____ DATE ISSUED _____
8. PROFESSIONAL ENGINEER /ARCHITECT NUMBER _____

SECTION C - PRIMARY THIRD PARTY PLAN REVIEW AGENCY

The names of the Professionals-in-Charge, Supervisory Plan Reviewer and Plan Reviewer, along with the discipline to be reviewed are as follows:

Discipline	Professional-in-Charge	Plan Reviewer



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SECTION D - ACKNOWLEDGMENTS

By signing below the Permit Applicant, the Third Party Plan Review Agency and its Professional-in-Charge, agree to comply with the third party plan review procedures, responsibilities and requirements set forth therein, and other conditions that may be specified by the Code Official.

I have read and agree to comply with the terms and conditions of this agreement.

APPLICANT:

Applicant Name _____

Applicant Signature _____

Title of Signatory _____ Date _____

PROFESSIONAL-IN-CHARGE OF PRIMARY THIRD PARTY PLAN REVIEW AGENCY:

Name _____

Signature _____

PE/ Architect License No. of Signatory _____ Date _____

THIRD PARTY PLAN REVIEW AGENCY:

Name _____

Signature _____

Title of Signatory _____ Date _____

CITY OF RICHMOND - FOR OFFICIAL USE ONLY	
ACCEPTED BY:	
ACCEPTED BY:	
SIGNATURE:	
TITLE:	DATE:
NOA CERTIFICATION NUMBER:	
NOTES:	