Development Services

320 E. JEFFERSON, DALLAS, TX 75203
(214) 948-4480

City of Dallas

APPROVED THIRD-PARTY PLAN REVIEW APPLICATION FORM

All the required application forms will be online, and the third-party registration shall be granted to a qualified applicant unless the Building Official finds from a preponderance of the evidence presented that:

- False or misleading information is contained in the application, or required information is omitted.
- The applicant's certification(s), license(s), experience, and minimum training specified in the application are insufficient.
- The applicant does not have satisfactory workmanship and/or performance.
- The applicant has been subject to disciplinary action within another municipality for failure to meet.
  their minimum performance standards.

APPLICATION FOR REGISTRATION AS THIRD-PARTY PLAN REVIEW AGENCY				
Agency Name:			Phone:	
Trade Name:			Email:	
Address:			Title:	
City:	State:	Zip:		
Professional Engineer Registered in the State of Texas		PE #:		

REQUESTED COMMERCIAL QUALIFICATION APPROVALS					
Please select the applicable options.					
Plan Review	☐Building	☐Paving & Drainage	**Inspection**	☐Building	☐Paving & Drainage
	☐Electrical	☐Water/Wastewater		☐Electrical	☐Water/Wastewater
	☐Landscape	☐Fire Protection		☐Landscape	☐Fire Protection
	☐Mechanical	☐Energy/Green		☐Mechanical	☐Energy/Green
	☐Plumbing	☐Health		☐Health	
REQUESTED RESIDENTIAL QUALIFICATION APPROVALS					
Plan Review	☐Building	☐Paving & Drainage	**Inspection**	☐Building	☐Paving & Drainage
	☐Electrical	☐Water/Wastewater		☐Electrical	☐Water/Wastewater
	☐Landscape	☐Fire Protection		☐Landscape	☐Fire Protection
	☐Mechanical	☐Energy/Green		☐Mechanical	☐Energy/Green
	☐Plumbing				

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ENGINEER QUALIFICATIONS

The applicant shall submit the following information for review by the Building Official to register as an approved Third-Party Plan Review/Inspection Agent:

- Statement of qualifications or resume indicating relevant work history
- Copy of the Texas Professional Engineer's License
- Conflict of Interest Policy Form
- Complete the project list below

Please provide the following information about your agency's five most recent projects:

Project #1	Name and/or Address of Project:	
	Project Date:	Overall Construction Value:
	Role of the Contact or Agency in the Project:	
	Name/Telephone # of Client or Project Owner:	
Project #2	Name and/or Address of Project:	
	Project Date:	Overall Construction Value:
	Role of the Contact or Agency in the Project:	
	Name/Telephone # of Client or Project Owner:	
Project #3	Name and/or Address of Project:	
	Project Date:	Overall Construction Value:
	Role of the Contact or Agency in the Project:	
	Name/Telephone # of Client or Project Owner:	
Project #4	Name and/or Address of Project:	
	Project Date:	Overall Construction Value:
	Role of the Contact or Agency in the Project:	
	Name/Telephone # of Client or Project Owner:	
Project #5	Name and/or Address of Project:	
	Project Date:	Overall Construction Value:
	Role of the Contact or Agency in the Project:	
	Name/Telephone # of Client or Project Owner:	

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APPROVED THIRD-PARTY PLAN REVIEW APPLICATION FORM

CONFLICT OF INTEREST POLICY

As a condition of performing third-party plan review and inspections, I agree to comply with the Conflict-of-Interest Policy of the Third-Party Plan Review Program.

Acknowledgment of Conflict-of-Interest Undersigned Declares

☐ There is no conflict of interest on its part or contract employees.

☐ Employees or contractors with conflicts will be disqualified from the review and inspection process.

☐ Employees or contractors are aware that they must report any changes to their COI (Conflict of Interest) status to their supervisors as soon as the employee is aware of the changes.

☐ The applicant will handle any complaint promptly and resolve all cases where conflicts are suspected or proven.

☐ COI (Conflict of Interest) training is provided to all employees to ensure compliance with applicants' written COI (Conflict of Interest) policies and procedures.

☐ Will not perform plan reviews or inspections for projects in which the third-party agent, or any of its employees, subcontractors, or agents, has a substantial interest in participating in the design, preparation of plans, or construction.

☐ Will not be act as the third-party agent for projects involving owners, contractors, or subcontractors in which the third party, or any of its employees, subcontractors, or agents, has a substantial interest.

Printed Name: _____

Signature: _____

Title: _____

Date: _____

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APPROVED THIRD-PARTY PLAN REVIEW APPLICATION FORM
Third-Party Plan Review Request

Project Address	
Permit Application #	

By signing below, I request the Building Official in accordance with Texas State House Bill 14, accept this application request for the performance of the above referenced third-party plan review/inspection. I acknowledge I have authorized this permit application to be submitted under the City of Dallas Third-Party Plan Review Program and understand that it will be subject to the program's rules. Under the Third-Party Plan Review Program, a Texas-licensed professional engineer takes full responsibility for plan review/inspection and compliance of proposed work.

The permitted work is subject to field inspection and audit after the permit is issued. The permit applicant and/or owner will protect, defend, indemnify, and hold harmless the City of Dallas and its officers, representatives, agents, and employees against any/all claims, liabilities, judgments, costs, expenses, delays, demands, or injuries arising out of or in any way connected with the design, construction, review, or issuance of a permit based on this application. The permit applicant and/or owner is responsible for taking all actions necessary to bring the project into conformance with the City of Dallas Construction Codes.

If I later become aware that the permit application contains any false or inaccurate statement, I am responsible for notifying the Development Services Department in writing. If it is later determined during field inspections or post-issuance audit of the permit application that the proposed work does not comply, the permit applicant and/or property owner will be responsible for undertaking additional work at their own expense, to bring the property into compliance.

I have reviewed the permit application (including the associated drawings and designs) with the Third-Party Plan Review Program, and, to the best of my knowledge, the application accurately and completely describes the existing condition of the property and the scope of intended work, including the contractor(s) that will perform the work.

Printed Name: _____

Signature: _____

Title: _____

Date: _____

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APPROVED THIRD-PARTY PLAN REVIEWER APPLICATION FORM

<u>Owner Agreement</u>

I attest that I own or am authorized to act on behalf of the owner for the subject property located at:

_____

PERMIT NUMBER

_____

ADDRESS

_____   _____   _____

SUBDIVISION NAME   **LOT#**   **BLOCK#**

(LEGAL DESCRIPTION FROM DALLAS APPRISAL DISTRICT ACCOUNT, PROPERTY SURVEY, DEED, Etc.)

The permit applicant and/or owner of the property where work will be performed will protect, defend, indemnify, and hold harmless the City of Dallas and its officers, representatives, agents, and employees against any and all claims, liabilities, judgments, costs, expenses, delays, demands, or injuries arising out of or in any way connected with the design, construction, code compliance review, or issuance of a permit based on this application. The permit applicant will promptly take all actions necessary to bring the project into conformance with the City of Dallas Construction Codes. The City of Dallas does not take any responsibility/ cost if the Department determines through a field inspection or post-issuance audit that third-party approved drawings and/or work performed under the conditional permit do not comply with the City of Dallas Construction Codes.

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Owner Printed Name: _____

Signature: _____

Title: _____

Date: _____

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Signature: _____ Date: _____

Name: _____ Title/Role: _____

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