



CITY OF TULLAHOMA

BUILDING CODES DIVISION

PO Box 807, 321 North Collins Street, Tullahoma TN 37388
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Third-Party Plan Review Program

Overview

The Third-Party Plan Review Program requires projects to be submitted to a qualified Third-Party Plan Review Agency (Agency) for the standard plan review process. The Third-Party Plan Review Program will reduce permitting turn-around time and allow the Building Codes Division to improve the customer experience.

The scope of authority for the Third-Party Plan Review includes only plan review for compliance with construction codes. It does not include reviews for Zoning, Planning, Stormwater, Land Disturbance, Flood, and plan review required by the State Fire Marshal's Office. The Building Codes Division will continue to perform field inspections and certify compliance with the approved plans.

Review by the Development Advisory Committee (DAC). If the project requires review for Zoning, Planning, Stormwater, Land Disturbance, and Flood, it will require submittal to the City's Development Advisory Committee (DAC). Once this review is completed, you will be provided with any committee comments or items for correction.

Third-Party Plan Review Process

1. Plan Review Submittal Application for Third-Party Review. The permit applicant for the project can apply for Third-Party Plan Review at the time of permit application submission. To do so, the applicant must submit a "Plan Review Submittal Application" form with all required application materials, including an electronic (PDF) set of plans, documents and supplemental materials to the Building Codes Division. Maximum file size is 25MB.

The same Third-Party Review Agency must be used for the entire construction code review for the project, including architectural, structural, mechanical, electrical, plumbing, energy, life safety, and fire protection, as required.

2. Deferred submittals - follow the above process for Third-Party review.
3. Life Safety & Fire Protection - follow the above submittal process for Third-Party review and also submit two (2) full-size hard copy sets of plans to the Building Codes Division for review by the Deputy Fire Marshal.
4. Approval by the City of Third-Party Review. The City will approve or deny the use of the requested Agency for the particular project. The Building Codes Division reserves the right to recall any project assigned to an Agency for the following reasons:
 - a. A lack of performance,
 - b. A significant material violation of this manual or construction codes,
 - c. Quality control issues or
 - d. Applicant complaints.
5. Transmission to the Agency. It is the permit applicant's responsibility to transmit all required documents to the Agency for review and to provide any additional information to the Third-Party Review Agency, as requested.

The permit applicant is also solely responsible for the cost of any Third-Party Plan Review. (NOTE: The compensation paid to the Agency for its plan review services shall not be contingent upon or affected by the conclusions reached by the Agency or the contents of any of the deliverables described in this policy.)

6. Transmission of Final Documents to the Building Codes Division. After completion of the Third-Party Review, the permit applicant shall transmit all final documents in an electronic format (PDF) plus one (1) full-size hardcopy set of plans, and two (2) full-size hardcopy sets of any Life-Safety & Fire Protection plans to Building Codes Division office.
The final documents submitted to the Building Codes Division shall include the following:
 - a. Approval Certification Letter (Notice of Approval)
 - b. All Code Deficiency Reports
 - c. A final set of permit drawings. Each sheet of the final permit drawings shall contain the Agency's review stamp or watermark.
7. Permit Issuance. Approval by the Agency does not automatically guarantee the issuance of the permit. The permit will be issued only once the Building Codes Division has verified that all required final documents have been submitted and all other City reviews have been completed and City Codes complied with to the satisfaction of the Building Codes Division.

Third-Party Plan Review Agency Responsibilities

1. Review Assigned Work. The Agency shall review the materials submitted for compliance with all applicable codes and standards. Materials for review shall include, but not be limited to, the following:
 - a. Architectural Construction Plans
 - b. Electrical Engineering Construction Plans
 - c. Fire Protection/Life Safety Construction Plans
 - d. Elevator Engineering Construction Plans
 - e. Mechanical Engineering Construction Plans (including Energy Conservation)
 - f. Plumbing Engineering Plans
 - g. Structural Engineering Plans
 - h. Project Specifications
 - i. Manufacturer's Installation Instructions
2. Plan Review Code Deficiency Report. The Agency shall create a Plan Review Code Deficiency Report containing a list of non-complying items for each project and the round of review. At a minimum, the report shall specify:
 - a. Agency's name and address;
 - b. Name and contact information for the Plan Reviewer(s), including email;
 - c. Project address;
 - d. Discipline(s) for which plan review was performed;
 - e. List of items found to be non-compliant with code sections referenced; and
 - f. Corresponding response from a design professional confirming that nonconforming items were corrected.

For each noted non-compliance item, the Code Deficiency Report shall cite the relevant code section(s), and the nature and the location of the deficiency. The Agency shall forward a copy of each Code Deficiency Report to the owner or designated recipient(s). Following the completion of a Code Deficiency Report, the Agency shall communicate with the owner or designated representatives to clarify the requested corrections required for code compliance.

3. Third-Party Plan Review Approval Certification Letter. The Agency shall issue an Approval Certification Letter, which shall be signed and sealed by the plan reviewer. The Third-Party Approval Certification Letter shall attest that:
 - a. The construction plans of the project were reviewed under the Plan Reviewer's direct supervision and in the disciplines identified in the certification;
 - b. It is the professional judgment of the Plan Reviewer that, to the best of his/her knowledge, the plans reviewed for the disciplines identified were designed following all applicable codes based upon the Third-Party Plan Review performed and substantiating reports.
 - c. By undertaking a Third-Party Plan Review, the Agency acknowledges that it is in compliance with all of the conditions of this program and attests that the personnel involved are qualified by the applicable statutes, regulations, and this program.
4. Access to Third-Party Plan Review Agency. The Agency shall cooperate with the Building Codes Division and the applicant and/or designated representative with scheduling meetings and/or calls to provide updates and clarification of Third-Party Plan Reviews.
5. Conflicts of Interest. It shall be the responsibility of the Third-Party Agency to immediately disclose any potential conflicts of interest between the Agency and the parties connected to the project.
6. Due Diligence. The Agency shall exercise due diligence in the discharge of the duties assigned to the Agency by law and regulation and shall refrain from any arbitrary or capricious action that would unduly penalize or benefit the owner or permit applicant whose project is under the Third-Party Plan Review. The Agency shall abide by the highest ethical standards in the discharge of duties as an Agency.

List of Approved Third-Party Plan Review Agencies:

1. **SAFEbuilt**
4005 Nine McFarland Drive
Alpharetta, GA 30004
Office: (866) 977-4111
www.safebuilt.com
info@SAFEbuilt.com
2. **Municipal Inspection Partners**
P.O. Box 681411
Franklin, TN 37068
Office: (615) 716-8111
www.mipnashville.com
admin@piericompanies.com

