



City of Bainbridge Island
280 Madison Ave. Bainbridge Island, WA 98110

Building Division
(206) 842-2552

THIRD PARTY BUILDING CODE REVIEW

The City of Bainbridge Island now provides an opportunity for applicants to utilize a process allowing Third Party Building Code Review of project plans. By requesting the optional Third Party Review services, the City's building permit review is performed faster than a standard application.

An applicant can expect a review time of 15 working days for first review (20 working days for commercial and multifamily), and 10 working days for all subsequent reviews (15 working days for commercial and multifamily). Additional review time may be required if multiple projects are submitted by the same applicant on the same day.

This review process uses outside consultants approved by the City and therefore does not affect the priority or timing of other projects which are not using the Third Party Review process. Applicants choosing not to utilize this service still benefit from shorter review times resulting from reduced plan volumes awaiting the standard application process.

In addition to the standard building permit application fees, applicants are responsible to pay the extra consultant cost associated with the Third Party Review service. The standard application fees are then used for such expenses as administrative costs associated with the City's handling of the project. Currently, applicants pay a plan review fee which is 65% of the building permit fee. Applicants opting to use a Third Party Review will pay the additional consultant's plan check fee which is calculated based on the consultant's fee schedule. The Third Party Review fees are due upon requesting this review. A check payable directly to the consultant is submitted to the City along with a signed Authorization for Third Party Building Code Review to be then forwarded to the consultant. The applicant is still responsible for all other normal fees.

Revisions initiated by applicant (changing the design of building, adding square footage, etc.) may result in additional fees due to additional time needed for the consultant to review.

The Third Party Review fee covers the initial review plus one cycle of corrections. Additional fees may be charged at an hourly rate for additional corrections.

PROCEDURES

1. Following consultation with city staff, the applicant submits the signed Authorization for Third Party Building Code Review (attached) along with a check payable directly to the consultant.
2. One set of plans and a copy of the signed Authorization for Third Party Review (with the check attached) are shipped to the consultant for building code review.
3. Upon completion of the review, a list of any necessary corrections is sent to the applicant/agent.
4. Two sets of corrected/revised plans are resubmitted to the City (not directly to the consultant), logged for tracking purposes, and then shipped to the consultant for recheck.
5. Upon approval, plans are shipped directly from the consultant to the City.
6. Once all departments have signed off, the City completes final processing of the building permit within 3-4 working days.
7. Third Party Review may be terminated at anytime by the applicant or the City and converted to a standard application review process. If the applicant terminates the review after the consultant has started work, the Third Party Review fees are no longer refundable.



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AUTHORIZATION FOR THIRD PARTY BUILDING CODE REVIEW

Building Permit No: _____ Project Name: _____

Project Location: _____

Authorized By (print name): _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Owner/Agent Signature _____ Date: _____

I hereby request and authorize the City of Bainbridge Island to send out the above-referenced project to a third party consultant for review. I understand that the Third Party Review fees must be submitted with this form and that these fees are in addition to normal plan review fees.

In return, I can expect that the typical turnaround time for initial review will be 15 working days (20 working days for commercial and multifamily). Subsequent reviews will be approximately 10 working days (15 working days for commercial and multifamily) once the consultants receive my response to required corrections as a result of the original plan review. Additional review time may be required if multiple projects are submitted by the same applicant on the same day. Once all departments have signed off, it will take 3-4 working days for City personnel to process the permit before issuance.

When revisions are initiated by the applicant (changing the design of building, adding square footage, etc) after the initial plan review letter has been sent or when post revisions are requested by the applicant, the typical turnaround time for review of these revisions is 15 working days (20 working days for commercial and multifamily).

At anytime I can submit a written request to terminate expedited review services and return to a normal plan review schedule. However, if plan review services have been started, Third Party Review fees are no longer refundable.

OFFICE USE ONLY

Consultant _____

Estimated Building Plan Review Fees

Includes building/plumbing/mechanical/energy/structural plan review

Estimated
Normal plan review fee \$ _____ Due upon intake (65% of building permit fee)

Estimated
Third Party Review fee + \$ _____ Due with this form
(Amount per consultant's fee schedule, check made payable directly to consultant.)

Estimated Total Building Plan
Review Fees* \$ _____ (Other permit fees still due)

*Assumes a complete application is submitted. One cycle of corrections is covered under Third Party Review Fee. Does not include additional fees associated with revisions initiated by applicant (changing the design of building, adding square footage, etc)