



# Third-Party Plan Reviewer & Inspector Application

Department of Consumer and Business Services • Building Codes Division  
 Mailing address: P.O. Box 14470, Salem, OR 97309-0404  
 1535 Edgewater St. NW, Salem, OR 97304  
 Phone: 503-373-1268 • Web: oregon.gov/bcd

Mail or fax application  
 with payment to:  
 DCBS Fiscal Services  
 P.O. Box 14610  
 Salem, OR 97309-0445  
 Secure fax:  
 503-947-2333

## STEP 1 APPLICANT INFORMATION (please print)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (first, middle, last)  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Social Security number: \_\_\_\_\_ Email: \_\_\_\_\_  
 (Required, ORS 25.785)

## STEP 2 CHOOSE LICENSE TYPE *Application fees are nonrefundable*

**SRI Licensed Plan Reviewer or Inspector** **\$100 70711**  
 Scope: May conduct specialty code plan review and inspections for registered third-party inspection business (SRB), a local jurisdiction, or the division. Scope of inspection and plan review is limited to the certifications held by, and experience of, the individual. Must pass the SRI certification exam with a score of 75 percent or higher within 60 days of being approved to do so.  
**List municipalities in which you will, or intend to, work:**

**SRI Licensed Plan Reviewer or Inspector - Reapplication** **\$25 70711**  
 Test may be sent out after 30 days from the last failed attempt. You may attempt the exam only three times in a 12-month period.

**SRL Limited Licensed Plan Reviewer or Inspector** **\$50 70711**  
 Scope: Contracts directly with a municipality or the division to perform specialty code inspections or plan reviews, works under the authority of the designated state-certified building official who is employed by the municipality or the division, and contract or contracts to perform plan reviews and inspections cannot exceed \$10,000 annually. No exam for this certification.

## STEP 3 TEST LOCATION

Upon approval of your application and fee payment, Building Codes Division (BCD) will send you a letter authorizing you to sit for an examination.  
**Choose one examination location from the list below.**

Bend  Hermiston  Ontario  Roseburg  
 Klamath Falls  Pendleton  Salem  Eugene  
 Lincoln City  Portland  White City

## DEPARTMENT USE ONLY

Approved for:  Residential  All structures Date: \_\_\_\_\_  
 Denied Signature: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Secure fax for credit card payments:  
 503-947-2333

Make check or money order payable to Department  
 of Consumer and Business Services  
 Do **not** send cash

If paying by credit card, applicant must sign credit card information box.

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: _____
Cardholder signature	\$ _____ Amount
Name of cardholder as shown on credit card	/
Credit card number	Expiration date

FISCAL USE ONLY: 12104/0600

**STEP 4 QUALIFYING CERTIFICATIONS**

To qualify, you must possess an Oregon Inspector Certification (OIC), and an appropriate Oregon Code Certification (OCC).  
*Note: Oregon does not recognize electrical, plumbing, or combination International Code Certifications.*  
 List all appropriate certifications

Active OIC and OCC certifications	Certification number	Date obtained
<b>Oregon Inspector Certification (OIC)   **Required**</b>		

**STEP 5 QUALIFYING EXPERIENCE**

- For Residential structures only**
- 1. Submit documentation showing at least two years of construction or inspection related experience or equivalent experience as described in OAR 918-090-0210 below and submit supplemental documentation, **or**
  - 2. Completed one-year inspection-related program and one year of construction- or inspection-related experience. Submit documentation, **or**
  - 3. A degree from a division-approved two-year inspection-related program. Attach college diploma or transcripts.
- For All structures**
- 1. Oregon registration as an architect or an Oregon-certified professional engineer. Affix a stamp below or attach a copy of your current registration, **or**
  - 2. A bachelor’s or master’s degree in architecture, civil, or structural engineering (attach college diploma or transcripts), **or**
  - 3. Four years of diversified experience designing commercial structures. Record experience below, **or**
  - 4. Four years of diversified experience as a plans examiner in another jurisdiction reviewing commercial structures for compliance with recognized code for building construction. Record experience below.

Structural experience	Years	Mechanical experience	Years	Affix architect or engineer stamp here.
Diversified work experience		Installation experience		
Inspection experience		Inspection experience		
Design experience		Design experience		
Plan review experience				

**APPLICANT AFFIDAVIT**

By my signature, I affirm the provided information is true, correct, and complete. I understand that incorrect statements or omission of material facts may result in denial of this application. I have reviewed and fully understand the scope, rules, and restrictions of the licensed plan reviewer and inspector (*SRI or SRL*).

Applicant’s name (Print): \_\_\_\_\_

Applicant’s signature: \_\_\_\_\_ Date: \_\_\_\_\_