

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: www.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: <i>(Last, first, middle)</i>		Phone:	
Address:		Fax:	
City:		State:	
Social Security number: <small>(Required, ORS 25.785)</small>		Email:	
STEP 2		CHOOSE LICENSE TYPE <i>Application fees are nonrefundable</i>	
<input type="checkbox"/> 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:			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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 the 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, the Building Codes Division (BCD) will send you a letter authorizing you to sit for an examination.			
Choose one examination location from the list below.			
<input type="checkbox"/> Bend	<input type="checkbox"/> Eugene	<input type="checkbox"/> Hermiston	<input type="checkbox"/> Klamath Falls
<input type="checkbox"/> Ontario	<input type="checkbox"/> Pendleton	<input type="checkbox"/> Portland	<input type="checkbox"/> Roseburg
<input type="checkbox"/> Salem	<input type="checkbox"/> White City		
DEPARTMENT USE ONLY			
<input type="checkbox"/> Approved for:	<input type="checkbox"/> Residential	<input type="checkbox"/> All structures	Date: _____
<input type="checkbox"/> 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				
<p>To qualify, you must possess an Oregon Inspector Certification (OIC), and an appropriate Oregon Code Certification (OCC).</p> <p><i>Note: Oregon does not recognize electrical, plumbing, or combination International Code Certifications.</i></p> <p>List all appropriate certifications.</p>									
Active OIC and OCC certifications					Certification number		Date obtained		
Oregon Inspector Certification (OIC) **Required**									
STEP 5					QUALIFYING EXPERIENCE				
<p>Individuals applying to be a licensed plan reviewer or inspector, or a limited licensed plan reviewer or inspector must demonstrate a minimum level of experience to the division. An individual's scope of work will be restricted based on certification and experience. The division will designate the scope of work allowed based on an applicant's experience. License applicants must obtain the appropriate certification recognized under OAR 918-098-1010 through 918-098-1220. In addition to obtaining the appropriate certification under chapter 918, division 098, to perform plan reviews and inspections on structures, license applicants must demonstrate to the division at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Two years of construction or inspection-related experience or its equivalent <input type="checkbox"/> 2. An approved one-year, inspection-related program and one year of construction or inspection-related experience <input type="checkbox"/> 3. A degree from a division-approved, two-year, inspection-related program or its equivalent <input type="checkbox"/> 4. An Oregon registration as an architect, an Oregon-certified professional engineer, or a bachelor's or master's degree in architecture, civil, or structural engineering. 									
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									
<p>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 (<i>SRI or SRL</i>).</p> <p>Applicant's name (print): _____</p> <p>Applicant's signature: _____ Date: _____</p>									