



Third-Party Plan Reviewer and Inspector Application

Department of Consumer and Business Services
Building Codes Division • 1535 Edgewater NW, Salem, Oregon
 Mailing address: P.O. Box 14470, Salem, OR 97309-0404
 Phone: 503-373-1268 • Fax: 503-378-4101 • Web: bcd.oregon.gov

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:	Last	First	Middle initial	Phone:	
Address (street or P.O. Box):				Fax:	
City:			State:	ZIP:	
Social Security number (Required, ORS 25.785):			-	-	E-mail:

STEP 2			CHOOSE LICENSE TYPE <i>Application fees are non refundable</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 exam with a score of 75 percent or higher. Exam will be mailed to approved applicant's home.					
List municipalities in which you will, or intend to, work:					
<input type="checkbox"/>	SRI- Reapplication		\$25		
Test may be sent out after 30 days from the last failed attempt. You may only attempt the exam 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 contract or contracts to perform plan reviews and inspections cannot exceed \$10,000 annually. No exam for this certification.					

DEPARTMENT USE ONLY	
<input type="checkbox"/> Approved for	<input type="checkbox"/> Residential <input type="checkbox"/> All structures
<input type="checkbox"/> Denied	Signature: _____ Date: _____
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: _____
_____	/
Credit card number	Expiration date
Name of cardholder as shown on credit card	
_____	\$
Cardholder signature	Amount

FISCAL USE ONLY: 12104/0600



STEP 3 QUALIFYING CERTIFICATIONS

To qualify, you must possess an Oregon Inspector Certification (OIC) and an appropriate Oregon Code Certification (OCC) or International Code Certification (ICC) and have experience listed in Step 4.

Note: Oregon does not recognize electrical or plumbing International Code Certifications.

List all appropriate certifications

Active OCC and ICC certification(s)	Certification number	Date obtained
Oregon Inspector Certification (OIC) **Required**		

STEP 4 QUALIFYING EXPERIENCE

For Residential structures only

- 1. Two years of construction- or inspection-related experience or its equivalent. Record experience below, **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 diversified experience designing commercial structures. Record experience below, **or**
- 4. Four years diversified experience as a plans examiner in another jurisdiction reviewing commercial structures for compliance with recognized code for building construction. Record experience below, **or**
- 5. An Oregon Plumbing Inspector Certificate (PI), or an Oregon Electrical Inspector Certificate (EI).

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: _____