



Approved by: _____ Date: _____

EXPEDITED THIRD - PARTY SERVICES APPLICATION

The Town of San Anselmo Building Department allows applicants to use private Third-Party Services for plan review and inspection services. Third-Party Services may afford applicants expedited service than what can be provided by Town staff. However, smaller projects may not realize a time savings when choosing this option. Prior to utilizing these Services, the Town Building Official must approve the applicant's consultant(s). **The fees paid to Third-Party Services consultants are strictly between the applicant and the consultants. The fees paid to consultants shall not be applied toward any fee in the Building Department.**

Building Address: _____ Type of Construction: _____

Scope of Permit: _____ Type of Occupancy: _____

I wish to contract with the following Third-Party Services consultant: _____

Name of Permit Applicant: _____ Phone: _____

Email: _____

By initialing and signing the following, the permit applicant understands and agrees to each of the following:

_____ I will first apply for a permit through eTrakit and will submit PDFs of all supporting documents. The Town Building, Planning and Public Works Departments will perform a cursory review before the Third-Party Services consultant begins his or her evaluation.

_____ I understand that the planning process carries with it a high degree of uncertainty and risk, and that I will be responsible for bearing the additional cost and time associated with utilizing a Third-Party Services consultant for the process. The planning process is expensive and time consuming and may result in substantial modifications to the project or denial of the project.

_____ I understand that Town approvals and/or inspections may be required.

_____ I understand when a Third-Party Services consultant completes the plan check, I will submit a PDF of stamped plans and a PDF of supporting documents from the consultant to eTrakit. I understand the Town Planning Department, Ross Valley Fire Department and/or Marin County Department of Environmental Health Services may each require separate plan review and/or inspections for my project at the time of application.

_____ I understand that Third-Party Services may not be utilized for projects within creeks or waterways.

_____ I understand that all plan revisions must be clouded, that a list of changes must be provided on each revised sheet, and that each revised sheet must have the correct revision date.

_____ I understand and agree the Town's fees may or may not be reduced because of my election to use Third-Party Services for this permit application. I understand I will compensate the Third-Party Services consultant(s) for their service through direct contract(s) with the consultant(s).

_____ I understand substantial changes, or deferred submittals after issuance of the building permit, shall be reviewed by the same Third-Party Services consultant, paid for directly by me and may require additional Town approvals and/or fees.

_____ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this Third-Party Services option I agree to indemnify and hold harmless the Town of San Anselmo against liabilities, judgments, costs and expenses that may in any way accrue against said the Town in consequence of granting this application.

By my signature, I affirm I have read, understood, and agree to the terms of this application.

Signature: _____ Date: _____

Instructions for using this Third Party-Services Application

General Instructions:

1. Review our list of approved private plan review service providers on our *Approved Third-Party Services Providers* list included with this form.
2. Complete, initial and sign the Town's Third-Party Services Application form and submit with your building permit application for review and approval.
3. Follow the instructions (below) applicable to your permit.

Instructions for using private **PLAN REVIEW** services:

1. Coordinate with your Third-Party Services consultant(s) directly to provide the necessary documents and payment for their services.
2. It is the Third-Party Services consultant's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within the Town of San Anselmo.
3. Third-Party Services consultants shall keep the Town of San Anselmo Building Department informed of all pertinent review and approval communication by emailing permits@townofsananselmo.org and including the words "PLAN REVIEW FOR (project address)" in the subject line of the email.
4. It is the permit applicant's responsibility to transmit all documents, stamped and approved by the Third-Party Services consultant(s) to Town of San Anselmo Building Department for further processing and/or Marin County review.

Approved Third-Party Services Providers

This list is intended for use with the Third-Party Services Application. This Third-Party Services option is elective and is intended to be available on an 'as-approved' basis as determined by the Town Building Official. The permit applicant is expected to contract and coordinate with the Third-Party Services consultant directly regarding transmittal of plans, corrections, scheduling inspections, etc.

The following is a list of Third-Party Services consultants which have been approved by the Town of San Anselmo Building Department. Other service providers may be used upon approval of qualifications by the Town Building Official:

<u>Name</u>	<u>Address</u>	<u>Contact Info</u>
Phillips Seabrook Associates	100 Stony Point Rd. #190 Santa Rosa, CA 95401	Phone: (707) 544-9500 Fax: (707) 544-9502 Email: info@phillipsseabrook.com
Coastland Civil Engineering, Inc.	1400 Neotomas Avenue Santa Rosa, CA 95405	Phone: (707) 571-8005 Fax: (707) 571-8037 Email: building@coastlandcivil.com
CSG Consultants Inc.	550 Pilgrim Drive Foster City, CA 94404	Phone: (650) 522-2552 Fax: (650) 522-2599 Email: csgdrt@csgengr.com
Ballard and Watkins, Const. Services	174 Pine Street San Anselmo, CA 94960	Phone: (415) 457-3157 Fax: (415) 457-7254 Email: mgwatkins@aol.com