

## **THIRD-PARTY ENGINEER PLAN REVIEW PROCESS**

1. The permit applicant may submit plans directly to third-party engineers from the approved list that are approved by the town.
2. The permit applicant may choose the review that they are requesting, either building plans, site review, or full (all) plans review.
3. The permit applicant is responsible for all fees associated with the plan review. Payment to the third-party engineer may be required prior to release of the reviewed plans.
4. Once the plans are reviewed for compliance, it is the responsibility of the permit applicant to submit the plans for final approval from the town.
5. The permit applicant will need to indicate that the plans have been reviewed by an approved third-party engineer and what type(s) of review have been performed so the permit review time can be reduced accordingly.
  - a. Please use the following naming convention/format for project title(s):  
Lot number & subdivision, street address – 3<sup>rd</sup> “type of review” (ie, building plans = BPR; site plan = SPR; or full (all) plans review = APR)  
Examples:  
Lot 147, Bridgemoor Village, 8500 Maple Street- 3<sup>rd</sup> BPR  
Lot 302, Fountain View, 205 River Street- 3<sup>rd</sup> SPR  
Lot 25, Canterbury, 800 Town Street – 3<sup>rd</sup> APR