



# Licensed Plan Reviewer and Inspector Application

Department of Consumer & Business Services

Building Codes Division • 1535 Edgewater NW, Salem, Oregon

Phone: (503) 373-1268 • Fax: (503) 378-2322 • TTY: (503) 373-1358

Web: bcd.oregon.gov

Mail application with payment to:

DCBS Fiscal Services

P.O. Box 14610

Salem, OR 97309-0445

The licensed plan reviewer and inspector application fee is \$100.

STEP 1 APPLICANT INFORMATION (please print)			
Name: Last		First	Middle initial
Name:			CCB no.:
Address (street or P.O. box):			
City:		State:	ZIP:
Phone: ( )	Fax: ( )	E-mail:	
Social Security number (Required, ORS 25.785): - -			
OAR 918-090-0210 (1) Applicants shall pass a division-approved exam on the substance and intent of the laws and rules related to the licensure of plan reviewers and inspectors. If an applicant fails to take the examination within 60 days of being approved to do so, the applicant must re-apply.			

STEP 2 TEST LOCATION
Upon approval of your application, BCD will send the examination to your home.

DEPARTMENT USE ONLY	
<input type="checkbox"/> Approved	Signature: _____ Date: _____
<input type="checkbox"/> Denied	Signature: _____ Date: _____
<input type="checkbox"/> Incomplete	Signature: _____ Date: _____
Comments: _____	

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.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make check or money order payable to Department of Consumer & Business Services. If paying by credit card, applicant must sign credit card information box. Do *not* send cash.

Please complete both pages of this application.

The licensed plan reviewer and inspector fee is \$100.

<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

DCBS Fiscal use only: 12104/0600
----------------------------------



**STEP 3 QUALIFYING EXPERIENCE**

To use your current Oregon code certifications to qualify for this license, enter the information requested in **Option 1**. To use your International Code Council (ICC) certifications to qualify for this license, enter the information requested in **Option 2**.

**Option 1:**

To qualify using your Oregon code certification(s), list your current certifications below.

Current/active Oregon certification(s)	Certification number	Date obtained

**Option 2:**

To qualify using International Code Council (ICC) certification(s), you must also possess an Oregon Inspector Certification (OIC) and meet **one** of the following seven requirements. Check the appropriate box. For requirements based on experience, complete STEP 4.

- 1. Affix a stamp below or attach a copy of your current registration as an Oregon architect or an Oregon-certified professional engineer.
- 2. A bachelor's or master's degree in architecture or civil or structural engineering and two years' diversified experience designing, constructing, or inspecting commercial structures. Record your experience below.  
Name of college: \_\_\_\_\_ Date of graduation: \_\_\_\_\_
- 3. Four years' diversified experience designing commercial structures. Record experience below.
- 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.
- 5. Two years' construction or inspection-related experience or its equivalent.
- 6. Completed one-year inspection-related program and one year of construction or inspection-related experience.
- 7. A degree from an approved two-year inspection-related program. Submit documentation.

Current/active OIC and ICC certification(s)	Certification number	Date obtained

**STEP 4 RECORD OF EXPERIENCE**

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				

**LIMITATIONS ON SCOPE OF WORK**

The scope of work allowed under this license is based on certifications held or the applicant's experience under OAR 918-090-0210(4). An individual working outside the scope of the license is subject to sanctions under OAR 918-090-1500. Licensees who hold one- and two-family residential certifications only or who qualified by selecting number 5, 6, or 7 under Option 2 above may perform residential plan reviews or inspections only.