



Limited 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 limited licensed plan reviewer and inspector application fee is \$50.

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:

OAR 918-090-0010 (7) "Limited Licensed Plan Reviewer or Inspector" is an individual who: (a) is licensed to perform specialty code inspections or plan reviews under ORS 455.457 and these rules; (b) contracts directly with a municipality or the division to perform specialty code inspections or plan reviews on a temporary basis to backfill a vacant position or to supplement existing employees; (c) works under the authority of a designated state certified building official employed by the municipality or the division; and (d) whose contract or contracts to perform plan reviews and inspections do not exceed \$10,000 annually.

STEP 2 CONTRACTING MUNICIPALITIES

Name of one (or more) municipalities in which you will work:

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 limited 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 limited licensed plan reviewer and inspector fee is \$50.

<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 EXPERIENCE

To use your use 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 of 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.