

	Engineering Services Department	
Policy Title:	Consultant Building Services Policy	Effective Date: 03/13/20
Policy No.:	ENG Policy 20-01	Revision Date:
Reviewed by:	City Engineer/City Manager	Revision Date:

Policy Purpose:

To establish and describe the process by which a building permit applicant (hereinafter, "Applicant") can elect to utilize City contract consultant services for the processing of building plan submittals, building permit inspections, and Building Official administrative services. The intention is to provide an alternative process to the standard in-house services provided by the City.

Definitions:

"Applicant" means any person(s) or entity applying for a building permit in the City of Tulare.

"Consultant" means a private consulting firm which has been contracted by the City to provide building services, including but not limited to plans examination, building permit inspection, and Building Official administration.

Request to Utilize Consultant Building Services

An Applicant wishing to utilize Consultant Building Services under this policy shall complete and submit a "Request For Consultant Services Application", along with a cash deposit as required below, to the City Engineer.

Fees

Applicant is responsible for paying all fees associated with Consultant Building Services, plus a 7% administration fee to be applied to all charges. Applicant shall provide an initial cash deposit of \$5,000 to the City. This cash deposit, in combination with the standard City inspection fees charged with building permit issuance, will be applied to said consultant fees and charges as they accrue. Additional deposits by the Applicant may subsequently be required by the City Engineer to ensure that an adequate balance is maintained for the continued payment of fees and charges. Following finalization and close-out of the building permit and payment of all associated fees and charges, any excess funds deposited under this policy will be refunded to the Applicant.

Consultant Selection

City reserves the sole right to select and assign consultants from its list of approved on-call building service consultants for services provided under this policy. Additionally, at the City Engineer's discretion, the City reserves the right to rotate consultants providing said services at any time, without cause.

Processing of Service Requests

Submittals – All plan submittals, fees, forms, reports, and other items as required for the processing of the Applicant's building permit shall be submitted directly to the City accompanied by a formal transmittal letter addressed to the City Engineer. The City shall in turn disseminate materials as required to the consultant selected to provide building services.

Permit Inspection Requests – All permit inspection requests by the Applicant shall either be phoned into the City's building inspection line (559-684-4270), or emailed (buildinginspection@tulare.ca.gov) by 7:00 a.m. the day of the requested inspection.

Failure To Comply

Failure to comply with any provisions of this policy may result in delay to processing of submittals, plans examination, building permit inspections, and other associated services.



REQUEST FOR CONSULTANT BUILDING SERVICES APPLICATION

Engineering Services Department

Michael W. Miller, City Engineer

Applicant is required to fill out the information below and submit with the required cash deposit. Failure to do so will be viewed by the City as an incomplete request and submitted materials will be returned to the applicant.

REQUIRED REQUEST INFORMATION

Applicant's Name:				
Applicant's Address:				
Email Contact:		Contact Phone:		
Project Name:				
Building Location (Address, Lot #, etc.):				
Project Description:				
Consultant Services Requested		Yes	No	N/A
1	Building permit plans examination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Building permit inspection services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Building Official administrative services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note:				

Disclosure Statement

I acknowledge that I have read, accept and understand with the conditions and provisions of the attached City policy for the use of Consultant Building Services, and indicate my willingness to comply with them.

Applicant Name and Title (Print)

Applicant Signature

Date