



City Review # (if applicable) \_\_\_\_\_

West Coast Code Consultants, Inc.  
12647 Alcosta Blvd, Suite 445  
San Ramon, CA 94583  
Phone: (801) 547-8133

## AGREEMENT FOR PLAN REVIEW SERVICES

To whom it may concern:

The jurisdiction has asked that West Coast Code Consultants, Inc. (WC<sup>3</sup>) perform your **electrical plan review**. As part of this service, we bill the project applicant directly. For our office to proceed in performing a plan review of your project please:

1. Complete the project information below,
2. Read through the remainder of the document,
3. Sign and date the Agreement, and...
4. Return it to our office via email at: [PermitDeskUtah@WC-3.com](mailto:PermitDeskUtah@WC-3.com)

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Project Basic Scope: \_\_\_\_\_

Please review the following information which describes the scope and intent of the plan review that our office will be performing. This form must be signed and dated before our office can begin the work.

### **I. Plan Review Services**

1. Persons(s) performing plans examination services must possess and maintain certification as an International Code Council (ICC) Certified Building Plans Examiner.

### **II. Insurance**

1. WC<sup>3</sup> will maintain the following insurance policies throughout the duration of this Agreement for work performed on behalf of the local jurisdiction:
  - a. **Worker's Compensation Coverage** shall be maintained for all employees.
  - b. **General Liability Coverage** in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate limit.
  - c. **Professional Liability Coverage** in an amount not less than \$1,000,000 per claim and \$2,000,000 on a claims-made annual aggregate basis.



West Coast Code Consultants, Inc.  
12647 Alcosta Blvd, Suite 445  
San Ramon, CA 94583  
Phone: (801) 547-8133

### III. Schedule of Fees

1. The **electrical plan review** for this project will be performed for a **lump sum fee of \$275.00**. The invoice will be submitted at the completion of the review and must be paid prior to the release of the final approved plans to the applicant. This considers a standard plan review turn-around of ten (10) business days.
2. Should you desire an **"expedited"** plan review please check the box next the signature line below which acknowledges that you are aware that the expedited review will be billed at a **lump sum of \$412.50**, or 150% of the standard review fee noted above. Expedited reviews will be completed within five (5) business days of receiving the construction documents. If an expedited review is desired, please check the box at the bottom of this page.
3. The fees noted above will be billed at the time our initial plan review comments are issued. By signing this Agreement, the permit applicant agrees to pay the invoiced amount within thirty (30) calendar days of receipt and acknowledges that this fee must be paid prior to receiving the final approved plans from our office. If the project is cancelled, but WC<sup>3</sup> has already begun the review, the permit applicant (who signs below) is still required to pay the fee noted above. Payments made after thirty (30) days are subject to a late payment penalty of five percent (5%) of the invoiced amount for each month outstanding until paid. The permit applicant shall be liable for all costs and expenses related to collection of past due amounts, including and without limitation, attorneys' fees and costs.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above in this Agreement.

**WEST COAST CODE CONSULTANTS, INC.:**

**PERMIT APPLICANT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

☐

Please check this box if an expedited review is desired. This acknowledges that you are aware of the additional fee to expedite the review.