



Third-Party Plan Review Agency Application

Instructions: Please fill out this application completely. When submitting a Third-Party Plan Review Agency application in ABQ-PLAN, include all supporting documentation along with the Professional-In-Charge and Plan Reviewer Application Packets.

Agency Information

Agency	_____	Date:	_____
	Agency Name		
Address:	_____	Phone:	_____
	Street address		Apt/Unit #
	_____	Email:	_____
	City	State	Zip Code

Professional-In-Charge

A Third-Party Plans Review Agency shall include at least one registered architect or professional engineer licensed in the State of New Mexico who shall act as the professional-in-charge of the review and who shall certify the plan reviews performed by the agency. Any person working for the agency who is not so licensed shall work under the direct supervision of an architect or professional engineer who holds a current registration in the State of New Mexico.

Each Third-Party Plans Review Agency shall have adequate staff with the appropriate licenses and/or certifications and expertise to review the types of construction documents that they propose to review. All approved submitted construction documents shall bear the stamp and signature of the approving reviewer for the respective discipline. Each page shall also be stamped with the supervising New Mexico licensed architect or engineer.

Does the Third-Party Plan Review Agency currently employ a New Mexico licensed architect in good standing who will act as the Professional-in-Charge?

Yes ☐ No ☐

Name of Professional-in-Charge

Does the Third-Party Plan Review Agency currently employ a New Mexico licensed professional engineer in good standing who will act as the Professional-in-Charge?

Yes ☐ No ☐

Name of Professional-in-Charge

Please provide the names of Plan Reviewers and the Components they are qualified to review.

Reviewer Name	Component Reviews							
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural
	<input type="checkbox"/>	Commercial Structural/Architectural	<input type="checkbox"/>	Commercial Plumbing	<input type="checkbox"/>	Commercial Mechanical	<input type="checkbox"/>	Residential Structural/Architectural

Disclaimer and signature

Third-Party Plan Review Agencies are required to provide proof of a minimum of \$1,000,000 in Errors and Omissions coverage as part of the application packet. If any changes to insurance occurs, Third-Party Plan Review Agencies must report such change and provide proof of current coverage within 15 calendar days. Failure to maintain insurance or provide notification of changes may result in immediate removal from the program.

The Building Official shall periodically conduct a detailed unannounced audit of documents reviewed by Third-Party Plans Reviewers and Third-Party Plans Review Agencies, and shall also maintain a tracking system to monitor the recommendations of the third-party plans reviewers. If the Building Official determines that plans recommended by the Third-Party Plans Reviewer or Third-Party Plans Review Agency review agency for approval do not meet the requirements of the Technical Codes or that the reviewer or agency has failed to meet other requirements of this section, or any regulations promulgated there under, the Building Official is authorized to revoke the approval of the Third-Party Plans Reviewer or Third-Party Plans Review Agency upon written notice, including the reason for the revocation. T

I certify that a Third-Party Plan Review Agency, a Professional-in-Charge and Third-Party Reviewers shall not perform plan review(s) on a project which might present a conflict of interest due to their association with the project or to their relationship or association with other parties or individuals involved with the project, its design or construction

The City of Albuquerque is committed to equal opportunity and non-discrimination. The City of Albuquerque complies with applicable federal, state, and local civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, ancestry, sexual orientation, gender identity, spousal affiliation or sex.

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application may result in revocation of the Professional-in-Charge certification.

Signature:

Date:

Copy Professional Liability Insurance