

IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Plan Review Request Form

The Applicant_____ requests and agrees to have the Idaho Division of Occupational and Professional Licenses (“DOPL) perform Mechanical, Electrical, and/or Plumbing code plan review(s) for the project identified on this form.

Project Title: _____

Project Address: _____

Applicant Name (Party responsible for plan upload): _____

Applicant Email Address: _____

Applicant Phone Number: _____

Please check box what DOPL trade plan review service(s) are being requested. Note: Mechanical, Electrical, and Plumbing (MEP) plan reviews are charged at a rate of \$65.00 per hour, per trade. Please include the first hour of each hourly MEP plan review fee(s) with this plan review request form. Any additional hours spent on plan review will be billed accordingly, after the review has been completed and before the plan submittal is released.

Electrical

Mechanical

Plumbing

DOPL will communicate any deficiencies or code violations found in the plan review directly with the applicant. The applicant is to upload the corrected plans and or documents into DOPL’s electronic plan review program. Once the plans are found to be in substantial compliance with the state adopted codes, the plan and documents will be stamped approved. The applicant will be notified electronically and able to download the plans and documents.

Agreed to and Acknowledged by:

Name of Person Authorized to Enter this Agreement: _____

Email: _____ Phone Number: _____

Signature of Person Authorized to Enter this Agreement:

_____ Date: _____