# CHECKLIST OF APPLICATION REQUIREMENTS

## DESIGN REVIEW AGENCY – MANAGER/PLAN REVIEWERS

- **DRA Name:**
- **Manager/Reviewer Name:**
- **Reviewed by:**
- **Date Reviewed:**

- **Resume submitted with application**
- **OR**
- **Resume on file**

### Manager

- **Date approved:**
- **Engineer** or **Architect**
- **TX License #**

- Minimum of 4 years experience in plans examination, design, construction, or manufacturing in the building industry, or any combination thereof

### Structural plan reviewer

- **Date approved:**

- Bachelor’s degree in civil, structural, or architectural engineering with specialized course work in structures; or
- Service equivalent;
- Minimum of 1 year structural engineering experience related to buildings; and
- ICC Building Plans Examiner certification – Certification must be current with ICC

### Mechanical plan reviewer

- **Date approved:**

- Bachelor’s degree in engineering with specialized course work in HVAC systems; or
- Service equivalent;
- Minimum of 1 year mechanical engineering experience related to buildings; and
- ICC Mechanical Inspector certification – Certification must be current with ICC

### Electrical plan reviewer

- **Date approved:**

- Bachelor’s degree in engineering with specialized course work in electrical engineering; or
- Service equivalent;
- Minimum of 1 year electrical engineering experience related to buildings; and
- ICC Electrical Inspector certification – Certification must be current with ICC

### Plumbing plan reviewer

- **Date approved:**

- Bachelor’s degree in engineering with specialized course work in hydraulics; or
- Service equivalent;
- Minimum of 1 year plumbing experience related to buildings; and
- ICC Plumbing Inspector certification – Certification must be current with ICC

### Building plan reviewer

- **Date approved:**

- Bachelor’s degree in engineering or architecture; or
- Service equivalent;
- Minimum of 1 year experience related to building planning; and
- ICC Building Plans Examiner certification – Certification must be current with ICC

### Fire safety plan reviewer

- **Date approved:**

- Bachelor’s degree in engineering or architecture; or
- Service equivalent;
- Minimum of 1 year experience in fire protection engineering related to buildings; and
- ICC Building Plans Examiner certification – Certification must be current with ICC

### Accessibility plan reviewer

- **Date approved:**

- Bachelor’s degree in engineering or architecture; or
- Service equivalent;
- Minimum of 1 year experience in accessibility reviews related to buildings; and
- Satisfactory completion of the Texas Accessibility Academy and pass an examination approved by the Department.
Notes: 

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ICC – International Code Conference

Reference Department rule 70.22 for the complete criteria that must be met by a design review agency prior to approval by the Industrialized Building Code Council.

* Enter Texas license number as professional engineer or architect.

¤ Service equivalent is defined as “a minimum of eight years of creditable experience in engineering or architectural practice indicative of growth in engineering or architectural competency and responsibility … experience may be counted concurrently for those wishing to show service equivalency in more than one field.” Resume submitted with application must detail experience that is to be considered as “service equivalent.”

☼ Resume must detail required experience. This is in addition to experience necessary to qualify for “service equivalent.”