

Wyoming Department of Health

Aging Division - Healthcare Licensing and Surveys

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Application to Qualify as Third-Party Plan Reviewer and/or Inspector: Instructions

Healthcare Licensing and Surveys (HLS) will accept final plan reviews and interim inspections performed by third-party plan reviewers and/or inspectors, in accordance with the Chapter 3 Construction Rules and Regulations for Healthcare Facilities. Qualification of third-party plan reviewers and/or inspectors is done through HLS. In order to perform plan reviews and/or inspections for submittal to HLS, the third-party plan reviewers and/or inspectors must become registered with HLS through a formal approval process.

To be eligible for HLS registration, the applicant must be certified by the International Code Council (ICC) in the necessary commercial plan review and/or inspector categories, which may vary depending upon the nature of the specific project. Additional eligibility requirements apply, as indicated on the application. Verification of the qualifications to perform the required plan reviews and interim inspections are to be attached to the application.

Checklist for Registration:

- ☐ Complete the Application to Qualify as Third-Party Plan Reviewer and/or Inspector. *If approval is indicated on the application form, the information from "Business Information" section of the application will be posted on the Healthcare Licensing and Surveys website: <https://health.wyo.gov/aging/hls/healthcare-facility-construction/>*
- ☐ All required ICC commercial plan examiner and inspector certifications must be held by employees and/or agents of the business. Provide a complete listing of all ICC-certified personnel employed and/or contracted by the applicant, and include photocopies of their ICC certification cards with the application.
- ☐ If requesting registration as a plan reviewer, please attach to the application a brief explanation as to how you or your organization is qualified to perform all of the required plan reviews, with exception of the preliminary plans, in accordance with the requirements of the Chapter 3 Construction Rules and Regulations for Healthcare Facilities.
- ☐ If requesting registration as an inspector, please attach to the application a brief explanation as to how you or your organization is qualified to perform all of the required inspections, with exception of the licensure construction survey, in accordance with the requirements of the Chapter 3 Construction Rules and Regulations for Healthcare Facilities
- ☐ Provide a brief resume of plan review and/or inspection services done by you or your organization specifically for healthcare facilities.

If the Application to Qualify as Third-Party Plan Reviewer and/or Inspector is approved, the applicant will be registered with HLS as an approved third-party plan reviewer and/or inspector.

- After approval, HLS may, at any time, request a complete listing of all ICC-certified employees and/or agents of the third-party plan reviewer and/or inspector.
- Any personnel changes in the third-party plan reviewer and/or inspector ICC-certified employees must be reported in writing to HLS.
- The approval of the third-party plan reviewer and/or inspector may be suspended or revoked if it is determined that it was issued in error or on the basis of incorrect, inaccurate, or incomplete information, or in violation of any State or Federal laws.