



Third Party Service Providers and Building Code Regulators Quote Request Form

Your answers to the questions on this form will help IAS prepare a more accurate quote.

1. Type of organization seeking accreditation:

2. Population served (if governmental): _____

3. Area served (square miles): _____

4. The organization provides the following services (check all that apply):

- ☐ Plan review
- ☐ Inspections
- ☐ Permitting
- ☐ Property Maintenance Code enforcement
- ☐ Licensing
- ☐ Other (Please List): _____

5. The organization employs the following number of staff (full-time equivalent) in these specific areas:

Building Inspectors _____

Plans Examiners _____

Permit Technicians/Specialists _____

6. Approximately how many permits were issued last year?

7. Any additional information that would help IAS understand the scope of the organization's services to be accredited:

Desired Scope of Accreditation for Third Party Service Providers

- Please list the fields of code enforcement the department is responsible for under Fields of Code Enforcement.
- For each of these fields, please identify if the department conducts plan review, permitting, and/or inspection under Type and Range of Accredited Services.
- Identify which version of which code the department currently enforces. Please list any applicable state laws, local ordinances, or reference standards under Referenced Codes.

Fields of Code Enforcement (e.g., Structural and Life Safety)	Type and Range of Accredited Services (e.g., Plan Review, Permitting & Inspection)	Referenced Codes (e.g., 2018 International Building Code®)

*If multiple pages are required, please use multiple copies of this form.



JURISDICTIONAL PROFILE

Please answer the following questions and have evidentiary documentation (where requested) available for examination by the team during the on-site evaluation.

Historical and Political Information

1. Local charter meets all constitutional requirements of the state and federal government. Charter describes power of elected officials, processes for enacting zoning laws and raising funds (taxation). A copy of the charter is available for inspection by IAS during the on-site evaluation.

☐ YES ☐ NO ☐ Not Applicable

2. Enabling legislation provides authority to adopt and enforce construction codes. A copy of our enabling legislation is available for inspection by IAS during the on-site evaluation.

☐ YES ☐ NO ☐ Not Applicable

3. Please list the name and title of each individual that indicates the line of authority within the jurisdiction, beginning with the name of applicant department/division leader and indicate to whom he or she reports, and ending with the highest authority within the jurisdiction.

4. A map showing the boundaries of the jurisdictional area is available for viewing by IAS during the on-site evaluation.

☐ YES ☐ NO ☐ Not Applicable

Environmental and Topographical Information

1. Please describe, in a short summary, the main geographical and topographical features of the jurisdiction served by the applicant.

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2. High wind speeds are a special concern for construction within the jurisdiction.
___ YES ___ NO Provide wind zone _____
3. Flooding is of particular concern for areas within the jurisdiction*.
___ YES ___ NO (*Please have a flood hazard areas map available for review by IAS during the on-site visit)
4. Seismic activity is a risk within the jurisdiction.
___ YES ___ NO Provide seismic zone _____
5. Other risks to environmental health and/or safety are present within the jurisdiction as described below:

Economic and Demographic Information

1. At present, data indicates that this jurisdiction's population, in the next few years, is expected to...
___ Grow ___ Decline ___ Remain steady
2. If the residential population is expected to grow, is the applicant division/department actively creating future needs projections in line with the predictions of the jurisdiction?
___ YES ___ NO ___ Not Applicable
3. Please provide current median housing cost within the jurisdiction: \$ _____
4. Please provide current property tax rate(s) within the jurisdiction: \$ _____
5. Please list major contributors to and major employers within the local economy (e.g., tourism, manufacturing, education, etc.).

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