



TEXAS DEPARTMENT OF LICENSING & REGULATION

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Checklist of Application Requirements – Design Review Agency Managers/Plan Reviewers

DRA Name:		Reg #HDRA-
Manager/Reviewer Name:		
Reviewed by:		Date Reviewed:
Resume submitted with application		Resume on file
Manager Engineer Architect TX Lic. #: _____ Date Approved: _____ Minimum of 4 years of experience in plans examination, design, construction, or manufacturing in the building industry, or any combination thereof.		
Structural Plan Reviewer Bachelor's degree in civil, structural, or architectural engineering with specialized course work in structures, or Service equivalent ¹ ; and Minimum of 1 year of structural engineering experience related to buildings ² ; and ICC Building Plans Examiner Certification (must be current)		Date Approved: _____
Mechanical Plan Reviewer Bachelor's degree in engineering with specialized course in HVAC systems; or Service equivalent ¹ ; and Minimum of 1 year of mechanical engineering experience related to buildings ² ; and ICC Mechanical Inspector Certification (must be current)		Date Approved: _____
Electrical Plan Reviewer Bachelor's degree in engineering with specialized course work in electrical engineering; or Service equivalent ¹ ; and Minimum of 1 year of electrical engineering experience related to buildings ² ; and ICC Mechanical Inspector Certification (must be current)		Date Approved: _____
Plumbing Plan Reviewer Bachelor's degree in engineering with specialized course work in hydraulics; or Service equivalent ¹ ; and Minimum of 1 year of plumbing experience related to buildings ² ; and ICC Plumbing Inspector Certification (must be current)		Date Approved: _____

Building Plan Reviewer Bachelor's degree in engineering or architecture; or Service equivalent ¹ ; and Minimum of 1 year of experience related to building planning ² ; and ICC Building Plans Examiner Certification (must be current)	Date Approved: _____
Fire Safety Plan Reviewer Bachelor's degree in engineering or architecture; or Service equivalent ¹ ; and Minimum of 1 year of experience in fire protection engineering related to buildings ² ; and ICC Building Plans Examiner Certification (must be current)	Date Approved: _____
Accessibility Plan Reviewer Bachelor's degree in engineering or architecture; or Service equivalent ¹ ; and Minimum of 1 year of experience in accessibility reviews related to buildings ² ; and Satisfactory completion of the Texas Accessibility Academy and pass a examination approved by the Department.	Date Approved: _____
NOTES:	

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.

¹ 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.”

² Resume must detail required experience. This is in addition to experience necessary to qualify for “service equivalent.”