



Commercial Building Plan Review

- All new commercial buildings must have plans reviewed by a third-party review firm. Small commercial buildings with the use group of B or M may be reviewed by County staff on a case by case basis as determined by the Building Official.
- The Building Department has an approved list that shall be used for the review. Other third-party firms may be used but shall be pre-approved by the Building Official.

Third party plan review submittal procedure

- The owner/agent, developer hires an approved third-party review firm for the project.
- The third-party review firm must be selected for the Pulaski County approved list. Other review firms may be used but shall be approved.
- The construction documents are submitted directly to the third-party firm.
- Upon arrival, all plan shall contain the stamp of the approved firm.
- In accordance with 18 VAC10-20-760, drawings that are prepared by a registered design professional must bear a professional seal on all pages; signature is required and a date within seal.
- An approval letter shall also accompany the approved drawings.
- Two paper copies of the drawings are required and one digital set.
- Once the Building Department receives the approved drawings, permits may be issued.