



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Industrialized Housing & Buildings Program

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CHECKLIST OF APPLICATION REQUIREMENTS DESIGN REVIEW AGENCY – MANAGER/PLAN REVIEWERS

DRA Name: _____ Reg #IHDRA- _____

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; and
 ☼ 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; and
 ☼ 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; and
 ☼ 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; and
 ☼ 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; and
 ☼ 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; and
 ☼ 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; and
 ☼ 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:

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.”