

TAS Plan Review and Inspection process

Effective March 1, 2007

1. **Register the project** with the Texas Department of Licensing and Regulation. Registration may be completed online at www.statereview.com selecting the "[Project Registration](#)" link. [Hardcopy](#) registration may also be printed from this site.
2. A **preliminary plan review** may be submitted at any time during the design phase but is not required by the Department. Preliminary review form is provided on www.statereview.com website under the "[project registration](#)" link.
3. **Submit construction documents** to Otten Consulting Group, Inc. within 5 days of [issue](#) date. Include the following forms (provided online at www.statereview.com)

[Project Order Form](#). Contains Fee schedule.

[Proof of Submission form](#) must be completed by the licensed design professional (when the project has a licensed design professional with overall responsibility for the design of a building or facility).

[Owner/Agent Designation form](#) - submitted only when the owner of a building or facility has chosen to designate an agent.

[AB Registration form](#) - signed by owner or designated agent prior to performing plan review.

[Request for Inspection form](#) (see Schedule Final Inspection below)

4. **Respond to Plan Review comments**, if any, after plan review is conducted. Owner and person making the submission are advised in writing of the plan review comments. Responses to the plan review comments may be emailed, faxed or mailed.
5. **Schedule periodic inspection(s)**. Identify potential violation before it's too late. This process is not required but highly recommended. Learn more about Periodic Inspections online at www.statereview.com and selecting [periodic inspections](#) under the [Inspection Request](#) link.
6. **Schedule the final inspection** within 30 days of completion of construction. The following request form must be submitted:

[Request for Inspection form](#). (We recommended completing the form at the time of plan review submittal.)

7. **Correct inspection violations**, if any, within 270 days. Inspection responses must be made by completing the following form:

Inspection Response form provided online at www.statereview.com by selecting the [Inspection Request](#) link and the [Inspection Response](#) button.