

ADMINISTRATIVE FEE POLICIES

A - Plan Review Fee: Plan review fees are assessed and paid when plans are submitted with the application and for resubmission of disapproved plans. **These fees are non-refundable.**

1 - Residential Plan Review per dwelling unit: \$35.00

Note: Residential Plan Review Fees are applied to the cost of the permit.

2 - Commercial Plan Review:	Up to 4,000 sq. ft.	\$35.00
	4,001 to 15,000 sq. ft.	\$50.00
	15,001 to 40,000 sq. ft.	\$100.00
	Over 40,000 sq. ft.	\$200.00

3 - Re-review of Disapproved Plans: (Paid at time of submittal) \$35.00 per trade
(Not applied to permit fee)

Note: To re-review & restamp lost approved plans: \$50.00 per plan set

4 - Re-review of incomplete or failed Landscape Plans: \$35.00

B - Comm Fast Track Applications: Regular permit fee x 1.25 \$100.00 min fee over permit fee

C - Comm Shell Applications: Regular permit fee x 0.90

D - Upfit Applications: Use Commercial New Construction Schedule A x .75 on page 3.

Note: Upfits are only issued upon issuance of a Certificate of Compliance for/or portion of a new Commercial Shell project.

E - Cancellations, Refunds, Revocations, Expired Permits, Permit Extensions:

1 - Permits may be canceled but are non-refundable "if work has commenced".

2 - Refunds: 25% or the minimum permit fee (whichever is greater) will be retained when requested to cancel a permit "if work has not commenced".

3- Permits are subject to revocation without any refund if any part of the application is fraudulent.

4- All permits which have expired are non-refundable.

5- An active permit which may soon expire and construction has not commenced may be extended.

For Residential projects the extension fee is 50% of the cost of a new permit fee (min.\$35.00). Not to exceed \$250.00.

For Commercial projects the extension fee will be at the rate of 50% of the cost of a new permit fee.

6- An inspection fee will be assessed if an inspection is not cancelled by 7:00am on the day it is scheduled.

F - Contractor Changes / Takeover Permits: (Unless Permit Expired) Res: \$35.00

Note: Together one fee / Separately - charged per each trade changed. Comm: \$45.00

G- Inspection Fees: Residential = \$25.00 per inspection Commercial = \$45.00 per inspection

Note: Because commercial inspections can take several hours due to the complexity of the project the inspection fee will be limited to the first 60 minutes. If the inspection requires additional time over 60 minutes the inspection fee will be assessed for each additional 60-minute time segment.

Inspection Fees for Commercial projects will be assessed along with the permit fee at the time of permit pick up and based on the 3 charts below. Institu and Educ do not qualify for this pre-pay program. Large Assem Occupancies over 200,000 sq ft also do not qualify for this program.

For New Construction, Shell and Fastrack Projects:

Occup Type	0 – 5000 Sq Ft				5001 – 15000 Sq Ft				> 15000			
	Bldg	Elec	Mech	Plbg	Bldg	Elec	Mech	Plbg	Bldg	Elec	Mech	Plbg
Assembly	13	8	7	9	17	11	14	12	66	31	25	25
Business	11	7	5	7	18	11	7	10	36	17	12	16
Fact/Ind	7	3	2	2	10	7	2	4	48	22	17	16
Hazard	na	na	na	na	na	na	na	na	na	na	na	na
Mercantile	12	7	6	8	16	9	7	9	45	23	15	19
Residential	14	5	6	7	11	6	6	9	17	10	4	10
Storage	6	2	1	2	8	4	4	4	34	15	5	5

For Upfits (New) Construction:

Occup Type	0 – 5000 Sq Ft				5001 – 15000 Sq Ft				> 15000			
	Bldg	Elec	Mech	Plbg	Bldg	Elec	Mech	Plbg	Bldg	Elec	Mech	Plbg
Assembly	9	7	10	8	13	10	12	8	94	31	35	22
Business	7	6	5	5	9	7	5	5	12	9	7	9
Fact/Ind	2	2	2	2	11	5	4	4	25	7	6	7
Hazard	na	na	na	na	na	na	na	na	na	na	na	na
Mercantile	7	8	4	4	8	10	5	6	15	16	8	7
Residential	na	na	na	na	na	na	na	na	na	na	na	na
Storage	4	3	2	2	8	4	2	5	12	5	3	8

For Existing Construction:

Occup Type	0 – 5000 Sq Ft				5001 – 15000 Sq Ft				> 15000			
	Bldg	Elec	Mech	Plbg	Bldg	Elec	Mech	Plbg	Bldg	Elec	Mech	Plbg
Assembly	6	5	6	5	10	10	10	8	15	14	13	11
Business	6	5	5	5	8	8	5	5	13	9	6	7
Fact/Ind	8	6	3	5	8	4	6	5	9	16	5	0
Hazard	na	na	na	na	na	na	na	na	na	na	na	na
Mercantile	4	4	3	3	6	5	3	5	14	12	11	9
Residential	6	3	2	3	35	28	26	44	69	53	50	86
Storage	2	2	1	1	4	4	2	2	6	6	4	4

H- Prior Cut-on Bonds: are forfeited if, after the power is released, the building is occupied before the inspections department grants a certificate of occupancy. In addition, prior cut-on privileges may be suspended by the Inspections Director indefinitely.

I - All Services: < or = to \$35.00 will be collected up front.

J - Customers must settle outstanding charges prior to receiving any additional services or a Certificate of Occupancy.

Note: The permit and required minimum number of inspections fees will be collected at the time of permit issuance.

K - Weekend & Holiday Inspections: (minimum charge per trade) \$120.00 (first 2 hrs)

(Inspector Availability) \$60.00 (each additional hr)

L - Facility Licensing Permit & Related Inspections: \$0.00 +inspection fees

M - Document Research Control: \$0.10 per page

Note: \$20.00 deposit required when requesting document copies.

If research is determined “substantial”, fees to hire “temporary help” will be calculated and payment made prior to research.

N - Duplicate Inspection Card: \$6.00

O - All Other Misc. Permits: \$35.00 +inspection fees

P - Certificates of Occupancy: \$10.00 ea.
(After 1st copy is issued)

Q - Failure to Obtain a Final Inspection: \$100.00
(A Final Inspection must be requested upon completion of work)

R - Occupying a structure for it's intended use without a Certificate of Occupancy \$100.00 (first day)
\$300.00 (2nd day)
\$500.00 (3rd day & ea day thereafter)

S - Working Without a Permit:

1- Fee for starting work without a permit: \$100.00

2- Fee for starting and substantially completing work without a permit: \$250.00
(First offense in a 12 month period)

3- Fee for starting and substantially completing work without a permit: \$500.00
(Second offense & each offense thereafter in a 12 month period)

T - Shell Initial Occupancy Rate: When a “Shell” Building is built the occupancy type submitted at application shall not be changed to a different occupancy for the “Upfit” unless the fees paid for the “Shell” permit are equal to or less than the occupancy type selected for the “Upfit”. If so, the difference in those fees will be collected upon application for the “Upfit”.