



**DRAFT 10-14-19**

**Additional Plan Review Fees for Permit Revisions  
and Changes in Scope of Work**

**Approved:** \_\_\_\_\_, **2019**  
Director

**Policy:**

Permit applications sometimes require additional plan review activity because of revisions and/or changes in scope. When this occurs, permit applications are charged an *Additional Plan Review Fee* in accordance with the adopted BDS Fee Schedules.

This policy applies to the following permit applications: Commercial (CO), Major Project Group (MG), Mechanical (MT), Residential (RS), Manufactured Home (MP & MI), Zoning (ZP), Site Development (SD), and Development Review (DR).

Further, this policy applies to the following plan reviews: Addressing, Planning & Zoning, Erosion Control, Site Development, Life Safety, Energy, Structural and Mechanical.



**The *Additional Plan Review Fee* is determined in accordance with the following situations and instructions:**

**Value-added permit revisions:**

*Plan review fees for value-added revisions are determined in accordance with the adopted BDS fee schedules based on the valuation of the added scope of work. An hourly Additional Plan Review Fee is therefore not charged unless the scope of work is changed after the initial plan review is complete, as described in the section entitled “Permit application changes in scope of work.”*

**Non-value-added permit revisions:**

*Plan reviewers will track their time in quarter-hour increments for all plan review and processing activities. This applies to the initial plan review and subsequent review of checksheet responses and corrections. The additional review fee will be calculated by multiplying the total plan review and processing time by the hourly rate for the Additional Plan Review Fee stated in the adopted BDS fee schedules.*

*Where a permit revision includes both non-value-added and value-added portions, the hourly Additional Plan Review Fee is charged only for plan review and processing activities associated with the non-value-added portion.*

**Permit application changes in scope of work:**

*Plan reviewers will track their time in quarter-hour increments for all plan review and processing activities associated with changes in scope of work. This applies to scope of work changes initiated by the applicant after the initial plan review is complete. This does not apply to changes made in response to plan review comments in order to comply with code requirements.*

*The additional review fee will be calculated by multiplying the total plan review and processing time by the hourly rate for the Additional Plan Review Fee stated in the adopted BDS fee schedules.*

Effective date: December 2, 2019

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Revised [Insert Date]

Created [Insert Date]