



Administrative Policy
Building Plan Review Payment Policy
Community Development – A 404

Effective Date:

Revised Date:

September 2008

BUILDING DIVISION PLAN REVIEW PAYMENT POLICY

Summary

The Town of Payson Community Development Department, Building Division, is the department responsible for charging plan review and permit fees for construction projects within the Town of Payson in accordance with adopted fee schedules. This policy is produced in an attempt to establish timeframes for when payment is expected for projects submitted to the Town for review.

Plan Review Fee Payment

- **Residential Projects** will be required to pay plan review fees at the time that the plans are submitted for review to the Building Division.
- **Small Commercial/Industrial Projects** (projects with a construction valuation of less than \$200,000) will be required to pay plan review fees at the time that plans are submitted for review to the Building Division.
- **Large Commercial/Industrial Projects** (projects with construction valuation exceeding \$200,000) will be required to pay a deposit in the amount of \$2,500.00 at the time that plans are submitted for review to the Building Division. All fees paid will be applied to the total plan review and permit costs charged for the project.

Building/Development Fee Payment

- Construction projects will not be issued Building Permits until such time as all associated construction permit and development fees have been paid to the Town of Payson.

Exception to Schedule

- Projects that have been given prior written approval by the Building Official, for special circumstances as further approved by the Town Manager.