



## CITY OF LITTLETON BUILDING DIVISION

### Policy #20-003

5/27/2020

## COLLECTION OF PLAN REVIEW FEES

### PURPOSE

The purpose of this policy is to clarify the requirements for the collection of plan review fees associated with building permit applications processed by the City of Littleton Building Division.

### SCOPE

Effective June 15, 2020 and thereafter, this policy shall apply to all building permit applications for which a plan review is required as determined by the City of Littleton Building Division staff.

### CALCULATION AND COLLECTION OF FEES

1. Building permit and plan review fees are calculated in accordance with the fee schedule(s) adopted by the Littleton City Council and are based on project valuation.
2. Project valuation is required to be stated by the applicant on the permit application and is verified by the Building Division during the plan review process. Applications without a stated project valuation **will not** be processed. The Building Division uses adopted and available data in establishing project valuation and may revise the stated valuation during the plan review process based on this data. Determination of the final building valuation is at the discretion of the Building Division.
3. Plan review fees are calculated at a rate of sixty-five percent (65%) of the building permit fee. Building permit fees are calculated using the project valuation and adopted fee schedule.
4. Plan review fees, determined as outlined above, shall be due at the time of submission of an application for building permit. **Permit applications shall not be considered complete and will not be processed until the required plan review fees are remitted to the Building Division.**
5. Plan review fees may be paid via any payment option established by the Building Division. Typical payment methods include, but are not limited to, cash, check, e-check, debit card, and credit card. The Building Division reserves the right to change available payment options at any time without notice.

### REFUNDING OF PLAN REVIEW FEES

The building official may authorize refunding of not more than eighty percent (80%) of the plan review fee when an application for a permit for which a plan review has been paid is withdrawn or canceled before any plan review is begun.

The building official shall not authorize refunding of any fee paid except on written application filed by the original payee not later than one hundred eighty (180) days after the fee payment.

Enacted 6/15/2020