



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE

Phoenix City Code, Chapter 9, Appendix A.2



**Ordinance No. G-5472 Effective March 01, 2010
Planning & Development Department (602) 262-7811
200 W Washington St. - 3rd Floor Finance Section - Phoenix, AZ 85003**

**Planning & Development Services Department
FEE SCHEDULE
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SITE PLANNING FEES

Site Planning Fees are divided into five categories. These five areas are Site Plan Review, Master Plan Review, Environmental Review and Permits, Subdivision and Property Review, and Miscellaneous fees. These five areas are further defined by the following:

- **Site Plan Review Fees**

Site Plan Review fees are generally based on the proposed land use and acreage of the site under the development proposal. Additional development fees may be added to the development project if the property is encumbered by conditional zoning, environmentally sensitive lands impacts, master plans, and/or is a Planned Residential Development (PRD). Generally, all site plan review fees are calculated with a base fee plus a quantity charge (acreage, square footage, dwelling units, etc.). Site Inspection costs are recovered along with building permit fees at the time the building permit is issued.

- **Master Plan Review Fees**

Master Plan Review Fees are based upon the additional time the Planning & Development Department requires to review the initial master plans, as well as the additional time required to ensure compliance with approved Master Plans during the Site, Civil, and Environmental Plan Review stages of an individual development. The term "master plan" applies to those additional plans required by Planned Community Districts, some Planned Unit Developments, some Specific Plan areas, and other similar plans stipulated by zoning.

- **Environmental Plan Review and Permit Fees**

Environmental review fees are based on flat fees and/or a per sheet basis. Inspection permits are based on land area under consideration.

- **Subdivision and Property Division Review Fees**

Subdivision review fees are based on a base fee and the number of lots proposed for division. Additional development fees may be added to the development project if the property is encumbered by conditional zoning, community interest, significant infrastructure impact, master plans, and/or development phasing.

- **Miscellaneous Fees**

Miscellaneous Fees are those fees that do not fall under any other Site, Environmental, or Subdivision and Property Division activities.

Time Limitations for Landscape Permits

The expiration, extension and reinstatement of Landscape permits will follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions for Building permits.

SITE PLAN REVIEW FEES

1. Site Plan Conceptual Review Services

a. Development Proposal Pre-Application Initial Meeting (formal review of conceptual development proposal)	\$1,200
b. Follow-up Pre-Application Meeting	\$600
c. Fact-Finding Requests Written Response Only	\$300
Written Response & Meeting with Staff	\$600

2. Site Plan Base Review Services

a. Minor Site Plan Review	30% of site plan review fee Table C-1
b. Preliminary Site Plan (multi-disciplinary review)	Site plan review fee from Table C-1 Plus Table C-2
c. Major Revision to approved Preliminary Site Plan	50% of site plan review fee from Table C-1 Plus Table C-2
d. Minor Revision to approved Preliminary Site Plan	\$150 per hour (minimum \$300, maximum \$1,200)
e. Extension of Preliminary Site Plan approval	\$150 per hour (minimum \$300, maximum \$1,200)

Minor and Preliminary Site Plan review fees include the first two reviews of a Final Site Plan after Preliminary approval. For additional Site Plan review fees, see Site Planning Miscellaneous Fees.

3. Master Plan Review Services

a. Initial Review of Master Plans	\$300 per plan, plus \$150 per hour for all review time beyond 2 nd correction
b. Amendments to Approved Master Plans	
Minor	\$150 per plan
Major	\$300 per plan plus \$150 per hour for all review time beyond 2 nd correction

TABLE C-1: SITE PLAN REVIEW FEE	
Land Use Category	Plan Review Fee
C Commercial/Office	\$5,200 base fee plus \$360 per acre or portion thereof
OR Residential/Office	\$1,305 base fee plus \$96 per acre or portion thereof
I Industrial	\$3,800 base fee plus \$140 per acre or portion thereof
M Multi-Family Residential 3-25 Dwelling Units 26-200 Dwelling Units 201+ Dwelling Units	\$2,500 base fee plus \$40 per dwelling unit \$3,500 base fee plus \$25 per dwelling unit \$7,000 base fee plus \$10 per dwelling unit
P Public/Quasi-Public Includes Private Schools, Group/Recovery Homes, Nursery Schools, Bed & Breakfast, Churches/ Retreat Facilities, Communication Facilities, Well Sites, Fire Stations, Museums/Libraries, etc.	\$2,550 base fee plus \$210 per acre or portion thereof
ST Parking Structure	\$3,000 base fee
SU Surface	\$1,200 base fee
L. Open Land Use Golf Course, Park, Recreational Facility, Mining, Agriculture, Plant Nursery, etc.	\$2,000 base fee plus \$20 per acre
R Single Family Residential Planned Residential Development Option, or other option requiring a Final Site Plan or Setback Exhibit.	\$1,300 base fee plus preliminary plat fee (see preliminary subdivision plat review fees for base fees)

TABLE C-2: SITE PLAN REVIEW COMPLEXITY SURCHARGE	
COMPLEXITY	SURCHARGE
Zoning or Environmental Impact (Complex zoning, stipulations, regulatory zoning overlays, PUD requirements, Hillside review, Edge Treatment, and/or Wash/Desert preservation to be enforced by DSD)	25% of base review fee
Master Plan Requirements (For sites located within Master Planned Areas)	10% of base review fee
Subdivisions Subject to Single-Family Design Review (as required by Design Review Guidelines, zoning standards, or by zoning stipulation)	\$25 Per Lot

ENVIRONMENTAL PLAN REVIEW AND PERMIT FEES

1. Hillside Development Review and Permits

- a. Slope Category Analysis
 - Individual lots and all commercial/industrial properties \$750 plus \$16 per acre or fraction thereof
 - Residential subdivisions \$1,500 plus \$16 per acre or fraction
- b. Hillside Review of Single-Family, Subdivision or Commercial Plans \$600 plus \$16 per acre or fraction thereof
- c. Hillside Review for swimming Pools \$300
- d. Hillside Permit \$300

2. Landscape Plan Review

- a. Minor Landscape Plan Review \$150 per hour, minimum \$150 (1-hour)
Charge based on one over-the-counter review
- b. Major Landscape Plan Review \$405 per sheet
Charge based on number of sheets
- c. Revision to Approved Landscape Plan \$150 per hour, minimum \$150 (1-hour)

3. Optional Landscape Plan Review Services

- a. Expedited Plan Review – Initial Review 3-times basic plan review fee
Availability limited and subject to Planning & Development Director's approval.
- b. Expedited Plan Review – 2nd Review Only 1-time basic plan review fee
Availability limited and subject to Planning & Development Director's approval.

4. Environmentally Sensitive Lands Plan Review and Permits

- a. Landscape Inventory Plan Review
Minimum scale 1:40 \$600 first sheet
\$300 each additional sheet

b.	Landscape Salvage and Construction Fence Plan Review	\$600 first sheet \$300 each additional sheet
c.	Combination Landscape Inventory, Salvage and Construction Fence Plan Review	\$300 first sheet \$150 each additional sheet
d.	Environmentally Sensitive Land Review of Single Lot	\$300
e.	Landscape Inventory/Salvage/Nursery and Construction Fence Preservation Inspection Permit for Single or Subdivided Property	
	Residential/Commercial/Industrial	\$150 per hour per site visit, minimum \$300 (2-hours)
f.	Clearing and Grubbing Permit	\$300 plus \$10 per acre or fraction thereof
g.	Revisions to Environmentally Sensitive Lands Plans	\$150 per hour, minimum \$150 (1-hour) \$300 each additional sheet

5. Plan Review of Corrections to Environmental Plans

a.	First Correction (2 nd Review)	No additional fee, provided that the only changes made are those needed to address the required corrections
b.	Second Correction (3 rd Review)	20% of the current plan review fee, as calculated at the current fee schedule rate, minimum \$150 (1-hour)
c.	Re-submittal which includes design changes unrelated to City-required corrections	20% of the current plan review fee, as calculated at the current fee schedule rate, minimum \$150 (1-hour)

Plans not approvable after second correction (3rd review) require a new submittal and payment of full plan review fees.

SUBDIVISION AND PROPERTY DIVISION PLAN REVIEW FEES

1. Preliminary Subdivision Plan Review Fees

- a. Plats
 - Preliminary Plat \$2,500 base plus \$40 per lot plus
Review Complexity Surcharge
 - See Civil Engineering fees for Final Plat Fee*
- b. Revised Preliminary Plat or Update to Expired Plan \$1,250 base, plus \$20 per lot
No additional surcharge

2. Property Division - Parcel Combinations and Lot Splits

- a. Parcel Combination
 - Single-Family Residential \$300
 - Multi-Family and Non-Residential Land Use \$1,050
- b. Lot Division
 - Single-Family Residential (excluding Hillside) \$600
 - Hillside, Multi-Family and Non-Residential Land Use
\$1,200
- c. Amendment to Lot Division Application \$150 per hour, minimum \$150 (1-hour)
- d. Extension to Expired Lot Division Application \$300

3. Model Home Complex Review

- Model Home Complex Plan Review \$450

See Building Safety Fees for Single-Family Building Plan Review and Permit Issuance Fees.

SITE PLANNING MISCELLANEOUS FEES

1. Miscellaneous Reviews

- | | |
|---|---|
| a. Staff Consultation and Research | \$150 per hour per discipline, minimum \$150 (1-hour) |
| b. Fact-Finding Requests | |
| Written Response Only | \$300 |
| Written Response & Meeting with Staff | \$600 |
| c. Over-the-Counter Plan Review | \$150 per hour, minimum \$150 (1-hour) |
| d. Time Extension for Preliminary Site Plan or Plat | \$150 per hour (minimum \$300 maximum \$1,200) |

Civil Engineering field review may be required for some developments. See Civil Engineering section for appropriate services and fees.

2. Property Dedications

- | | |
|--|----------------------|
| a. Right-of-Way and Easement Dedications | |
| Single-Family Residential | No Charge |
| Non-Residential | \$1,200 per property |

3. Plan Review of Corrections to Site Plans

- | | |
|---|---|
| a. First Correction (2 nd Review) | No additional fee provided that the only changes made are those needed to address the required corrections |
| b. Second Correction (3 rd Review) | 20% of preliminary site plan review fee, as calculated at the current fee schedule rate, minimum \$150 (1-hour) |

- c. Re-submittal which includes design changes unrelated to City required corrections 20% of preliminary site plan review fee, as calculated at the current fee schedule rate, minimum \$150 (1-hour)

Plans not approvable after second correction (3rd review) require a new submittal and payment of full plan review fees.

4. Amendments to Final Site Plans

- a. Minor Amendment \$150 per hour, minimum \$150 (1-hour)
- b. Major Amendment (requiring revised Preliminary Approval) 50% of site plan review fee from Table C-1 and Table C-2
- c. Extension of Final Site Plan approval (no significant changes to plans) \$150 per hour, (minimum \$300, maximum \$1,200)

5. Site Permit on Commercial Buildings

- Inspections for Landscape, ADA Requirements, Design Review and Parking/Striping \$750

6. Appeals

- a. Appeal to Subdivision Committee \$600 first appeal item plus \$300 each additional appeal item
- b. Appeal to City Manager Representative (i.e. Hillside Grading Waiver) \$600 first appeal item plus \$300 each additional appeal item
- c. Appeal to Design Review Appeals Board \$600 first appeal item plus \$300 each additional appeal item
- d. Appeal to Development Advisory Board \$600 first appeal item plus \$300 each additional appeal item
- e. Appeal to City Council \$600 first appeal item plus \$300 each additional appeal item

- f. Appeal to Single-Family Architectural Appeals Board \$600 first appeal item plus
\$300 each additional appeal item
- g. Appeal to Proportionality Hearing Officer No fee

SIGN FEES

Sign Fees are divided into three categories. These three areas include Sign Plan Review, Permits/ Inspections, and Miscellaneous fees. These three areas are further defined by the following:

- **Sign Plan Review Fees**

Sign Plan Review fees are based on the typical staff effort (time) to review sign applications for permits. The schedule includes plan review options including Design Review for additional height and area of a proposed sign, a Comprehensive Sign Plan, as well as procedures for Variance to Sign Code and Use Permit approvals.

- **Sign Permit Fees/Inspections**

Sign Inspections are financed by sign permits. Permit fees for signs are based on the typical staff effort (time) for travel and site visit. Fees are adjusted accordingly based on applications for wall mounted signs, ground (monument) signs or billboards due to the variation in inspection complexity. An electric component inspection fee is charged to applications which do not include a UL Listing and warrant staff review of electrical components of the sign.

- **Miscellaneous Fees**

Miscellaneous Fees are those fees that do not fall under any other Sign activities.

SIGN PLAN REVIEW FEES

1. Sign Plan Review

a. Over the Counter – 1 to 2 signs	\$150 per hour, minimum \$150 (1-hour)
b. Office (Non-billboard signs)	\$150 per hour, minimum \$150 (1-hour)
c. Field (Non-billboard signs)	\$150 per hour, minimum \$150 (1-hour)
d. Office (Billboard signs)	\$150 per hour, minimum \$300 (2-hours)
e. Field (Billboard signs)	\$150 per hour, minimum \$300 (2-hours)
f. Design Review	\$150 per hour, minimum \$150 (1-hour)
g. Sign Engineering Plan Review	\$150 per hour, minimum \$300 (2-hours)
h. Plan Review Services Not Otherwise Listed	\$150 per hour, minimum \$150 (1-hour)

2. Optional Plan Review Services

a. Expedited Plan Review – Initial Review	3-times basic plan review fee
<i>Availability limited and subject to the Planning & Development Director's approval.</i>	
b. Expedited Plan Review – 2 nd Review Only	1-time basic plan review fee
<i>Availability limited and subject to the Planning & Development Director's approval.</i>	

3. Comprehensive Sign Plans

a. Comprehensive Sign Plan Application	\$1,710
b. Major Amendment to Comprehensive Sign Plan	\$1,080
c. Minor Amendment to Comprehensive Sign Plan	\$270

- d. Variance in Conjunction with Comprehensive Sign Plan ... \$270

These fees recover service cost in both Development and Planning Divisions.

4. Appeals and Modifications

- a. Appeal to Design Review Appeals Board \$1,200 first appeal item plus \$600 for each additional appeal item
- Variance and Use Permit Applications
- b. \$1,080
- c. Variance and Use Permit Application Extension \$270
- d. Variance and Use Permit Hearing Continuance \$540
- e. Appeal to Board of Adjustment \$1,080
- f. Appeal for Comprehensive Sign Plans \$1,710

These fees recover service cost in both Development and Planning Divisions.

5. Plan Review of Corrections to Plans

- a. First Correction (3rd Review) No additional fee provided that the only changes made are those needed to address the required corrections
- b. Second Correction (3rd Review) \$150 per hour, minimum \$150 (1-hour)
- c. Re-submittal which includes design changes unrelated to City required corrections \$150 per hour, minimum \$150 (1-hour)

Plans not approvable after second correction (3rd review) require a new submittal and payment of full plan review fees.

SIGN PERMIT FEES

1. Sign Permits

- a. Basic Sign Permit
 - 1) Wall, marquee, projecting, roof, painted wall, flag & gasoline pump, per complex, and window signs \$75 per sign
 - 2) Ground and Combination Signs
Base ground signs (includes subdivision temporary construction and real estate) \$150 per sign
 - Each additional sign cabinet on the same sign structure \$75 each

A permit fee will be charged for each separate structure used in the erection of double face "v" shape signs.

- 3) Billboards \$600 per face
- b. For Electric Signs Add \$150 per hour
- c. Electric Component Inspection \$150 per sign
- d. Temporary Event Sign Permit \$150 per event
- e. Directional Signs \$75 per sign

2. Re-inspection Fee for Sign Permits

- a. Initial Inspection No additional charge (included with permit fee)
- If corrections are required, first re-inspection to verify corrections No additional charge (included with permit fee)
- b. Re-inspection fees (payable before re-inspections will be made)
 - For any inspection called before work was ready for that inspection \$150 each
 - For any inspection that cannot be made on date requested due to no access \$150 each
 - Second and subsequent re-inspections required (Failure to correct deficiencies) \$150 each

3. Permit Time Extension and Reinstatement

One-time Permit Extension or Reinstatement 50% of current permit fee

Application and payment must be received prior to the expiration date of the permit.

SIGNS MISCELLANEOUS FEES

1. Investigation Fee for Work Done Without a Permit

Investigation Fee \$250 or the permit fee, whichever is greater, but do not exceed \$2,500 for every day or portion of a day from the time unpermitted work began until a permit is obtained.

2. Removal of Illegal Sign

Removal Fee \$75 per sign

3. Staff Consultation and Research

Staff Consultation and Research \$150 per hour, minimum \$150 (1-hour)

4. Miscellaneous Inspection Service

Inspection Fee \$150 per hour, minimum \$150 (1-hour)

CIVIL ENGINEERING FEES

Civil Engineering Fees are divided into three categories. These three areas are Abandonment of Right-of-Way reviews and hearings, on-site and off-site engineering plan review, and on-site and off-site engineering permit issuance. These three areas are further defined by the following:

- **Abandonment of Right-of-Way Fees:**

Abandonment fees are based on the staff work effort to review a proposal to abandon right-of-way for feasibility and preparation for public hearing, if applicable. The Abandonment Process includes both a formal and an informal method of considering the feasibility of the removal of public right-of-way from City jurisdiction (see Fee Schedule Glossary of Terms for definition of Formal and Informal).

- **Engineering Plan Review Fees:**

Engineering Plan Review fees are based on the number of sheets submitted for review and approval. Each type of improvement plan (i.e., grading and drainage, public water, public sewer, and right-of-way improvements) is deemed a separate submittal. With the exception of Grading and Drainage review, engineering plan review typically involves work within the public right-of-way. Sheet sizes are set by a standard scale requirement.

- **Engineering Permit Fees:**

Engineering permit fees are based on quantity of construction materials or the valuation of the project. Some examples of quantities of construction materials would include length of water pipe, sewer pipe, quantity of soil moved, and quantity of street construction.

- **Miscellaneous Fees**

Miscellaneous fees are those fees that do not fall under any other Civil Engineering activities.

Time Limitations for Civil Engineering Permits

The expiration, extension and reinstatement of Civil Engineering permits will follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions for Building permits.

CIVIL ENGINEERING ABANDONMENT FEES

1. Abandonment Application Fees and Consideration

- a. Formal Application Fee
 - Any street or alley \$1,930
 - Individual single-family zoned property owner \$1,075
- b. Informal Application Fee \$875
- c. Abandonment Consideration Fee
 - 1) Abandoned ROW adjacent to property not zoned
Single family residential \$500 or Fair Market Value (*) whichever is greater
 - 2) Property zoned single family residential, per square
Foot of abandoned ROW \$1.00 per square foot for the first 500 square feet, \$0.10 per square foot thereafter; or fair market value at the option of the Planning & Development Director or Designee. (**)
- d. Complexity surcharge for title and research issues \$150 per hour, minimum \$150 (1-hour), as determined by City Real Estate staff.

(*) *If the area to be abandoned is within or adjacent to a redevelopment area established pursuant A.R.S. §§ 36-1471 et.seq., consideration may be given to the restrictions upon the property and the covenants, conditions and obligations assumed by the redeveloper in the determination of fair market value.*

(**) *For the area to be abandoned, consideration may be given to the transfer of ongoing property maintenance responsibilities for said abandoned right-of-way with the maintenance consideration offsetting any other form of financial consideration as determined by the Planning & Development Director, or Designee.*

2. Abandonment Appeals and Extensions

- a. Appeal of Abandonment or Waiver to City Council \$1,050
- b. Extension of Time on Abandonment or Waiver \$300

CIVIL ENGINEERING PLAN REVIEW FEES

1. Basic Plan Review Services

- a. Grading & Drainage, Paving, Concrete, & Fire Line
 - 1) Single Residential Lot Field Review \$180 per lot
 - 2) All Other Field Reviews \$270 per project
 - 3) First Office Review \$405 per sheet (24" X 36")
 - 4) Combination Office Reviews \$540 per sheet
This includes Grading & Drainage and Paving & Concrete.
 - 5) Water & Sewer Combination Plan Review \$540 per sheet
 - 6) Analysis of Master Drainage or Storm Management Report \$540 per report
Analysis required when off-site drainage affects the proposed development site
 - 7) Storm Water Management Review \$405 per sheet
- b. Right-of-Way Construction
 - 1) First Review \$405 per sheet (24" X 36")
- c. Small Plan Review \$180 per sheet (8 1/2 X 11)
This includes Fire Hydrant plan review and Sewer Tap into Manhole by Contractor [S-512]
- d. Plan Review Services Not Otherwise Listed \$150 per hour, minimum \$150 (1-hour)

2. Sewer and Water Line Plan Review
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- a. Sewer Line Plan Review \$405 per sheet
- b. Water Line Plan Review \$405 per sheet
- c. Preliminary Design Review \$150 per hour, minimum \$150 (1-hour)

3. Final Subdivision Plat Review

- a. Multiple Dedications \$1,350 per map of dedication
- b. Replat for Lot Line Modification \$630
- c. Final Plat \$1,250 base plus \$12 per lot
See Site Planning fees for Preliminary Plat fee.

4. Optional Plan Review Services

- a. Expedited Plan review – Initial Review 3-times basic plan review fee
Availability limited and subject to the Planning & Development Director's approval.
- b. Expedited Plan Review – 2nd Review Only 1-time basic plan review fee
Availability limited and subject to the Planning & Development Director's approval.
- c. Staff consultation and Research \$150 per hour, per discipline, minimum \$150 (1-hour)
- d. Revisions to Approved Plans \$405 per sheet
- e. Revisions to Approved Small Plans (8-1/2x11)..... \$180 per sheet

Plan Review of Changes Made to Approved Civil Engineering Plans Before or After a permit is issued. Revisions which expand the scope of a permit require a new permit and fees.

- e. One-time Extension of Plan Review \$150 per hour, minimum \$300 (2-hours)

5. Plan Review of Corrections to Plans

- a. First Correction – 2nd Review) No additional fee, provided that the only changes made are those needed to address the required corrections
- b. Second correction (3rd Review) 20% of current plan review fee, as calculated at the current fee schedule rate, minimum \$150 (1-hour)
- c. Re-submittal which includes design changes unrelated to City-required corrections 20% of current plan review fees, as calculated at the current fee schedule rate, minimum \$150 (1-hour)

Plans not approvable after second corrections (3rd review) require a new submittal and payment of full plan review fees.

CIVIL ENGINEERING PERMIT FEES

A. On-Site Improvements

Improvements that require work on private property are called on-site improvements. On-site improvements generally include the items listed below.

1. Grading and Drainage*, Stockpile, Engineered Fill, or Storm Water Permits

a. 1 to 1,000 cubic yards	\$100 for the first 100 cubic yards plus \$100 for each additional 100 cubic yards or fraction thereof
b. 1,001 to 10,000 cubic yards	\$1,000 for the first 1,000 cubic yards plus \$100 for each additional 1,000 cubic yards or fraction thereof
c. 10,001 to 100,000 cubic yards	\$1,900 for the first 10,000 cubic yards plus \$148 for each additional 10,000 cubic yards or fraction thereof
d. 100,001 cubic yards or more	\$3,232 for the first 100,000 cubic yards plus \$148 for each additional 10,000 cubic yards or fraction thereof
e. Storm Water Management Permit	\$450 per project, plus \$25 per acre or fraction thereof

Notwithstanding the above fee schedule, the minimum permit fee shall be \$150 for residential single lot construction and \$300 for all other construction.

* \$150 charge for 1-hour of As-Built Review costs will be added to all grading and drainage permits.

2. Haul Permit

a. 1 to 10,000 cubic yards	No permit required
b. 10,000 to 100,000 cubic yards	\$400 for the first 10,000 cubic yards plus \$88 for each additional 10,000 cubic yards or fraction thereof
c. 100,001 cubic yards or more	\$1,192 for the first 100,000 cubic yards plus \$88 for each additional 10,000 cubic yards or fraction thereof

3. Landscape Permit

- d. Subdivision Landscape and Amenity Permit Common Tract Open Space \$300 plus \$150 per acre or fraction thereof

4. Permit Time Extension and Reinstatement

One-time Permit Extension or Reinstatement 50% of current permit fee

Application and payment must be received prior to expiration date of the permit.

B. Right-Of-Way Improvements

Improvements that require work outside private property lines are called right-of-way improvements. Right-of-Way improvements include concrete, paving, water, sewer, landscaping, and related incidentals as listed below.

1. Right-of-Way Permits

a. Concrete*	\$44 per 100 Linear Feet or fraction thereof
b. Paving*	\$48 per 100 Square Yard or fraction thereof plus \$240 for City lab tests on all paving permits greater than \$500
c. Water*	\$220 per 100 Linear Feet or fraction thereof
d. Sewer*	\$183 per 100 Linear Feet or fraction thereof
e. Trenching	\$33 per 100 Linear Feet or fraction thereof

Notwithstanding the above fee schedule, the minimum permit fee shall be \$150 for residential single lot construction and \$300 for all other construction.

* \$150 charge for 1-hour of As-Built Review costs will be added to all concrete, paving, water and sewer permits.

EXCEPTION:

Plans requiring water or sewer lines larger than 12" in diameter are reviewed and permitted by the Water Department, not Planning & Development. Fees for those plans are determined by the Water Department and based on valuation of the project, not linear feet as noted above.

2. Civil Engineering Valuation Based Permits

Permit fees for Drainage Facilities, Landscaping, and all other right-of-way projects not listed above are based on the valuation of the project.

TABLE D-1: CIVIL ENGINEERING VALUATION-BASED PERMIT FEE	
Project Valuation	Permit Fee
\$1 - \$5,000	\$300 Base fee only*
\$5,001 - \$10,000	\$51 for each \$1,000 or fraction thereof on the total amount of the project valuation*
\$10,001 - \$50,000	\$20 Base fee plus \$46 for each \$1,000 or fraction thereof on the total amount of the project valuation*
\$50,001 - \$100,000	\$120 Base fee plus \$44 for each \$1,000 or fraction thereof on the total amount of the project valuation*
\$100,001 - \$500,000	\$320 Base fee plus \$42 for each \$1,000 or fraction thereof on the total amount of the project valuation*
\$500,001 - \$1,000,000	\$1,320 Base fee plus \$40 for each \$1,000 of fraction thereof on the total amount of the project valuation*
Over \$1,000,000	\$3,320 Base fee plus \$38 for each \$1,000 or fraction thereof on the total amount of the project valuation*

- A \$150 charge for one hour of As-Built Review costs will be added to all drainage facilities permits and on landscape permits for work that will be publicly maintained.

EXAMPLE OF A PERMIT FEE CALCULATION:

The following is an example of a permit fee calculation assuming a total project valuation of \$150,500:
 \$320 base fee plus \$6,342 on the project valuation = Total permit fee cost of \$6,662

3. Permit Time Extension and Reinstatement

One-time Permit Extension or Reinstatement 50% of current permit fee

Application and payment must be received prior to expiration date of the permit.

CIVIL ENGINEERING INSPECTION FEES

1. Re-inspection Fee for All Construction Permits

- a. Initial Inspection No additional charge (included with permit fee)

- If corrections are required, first re-inspection to verify corrections No additional charge (included with permit fee)

- b. Re-inspection fees
- Fee must be paid before re-inspections will be made.*
- For any inspection called before work was ready for that inspection \$150 each
- For any inspection that cannot be made on date requested due to no access..... \$150 each
- Second and subsequent re-inspections required for Failure to correct deficiencies \$150 each

2. After-Hour Inspection Request

- a. Inspection requests scheduled within 2-hours before or after current PDD inspection hours \$150 per inspector per hour, minimum \$300 per request (2-hours)

- b. Inspection requests scheduled more than 2-hours before or after current PDD inspection hours or any time on Saturdays, Sundays, or Holidays \$150 per inspector per hour, minimum \$450 per request (3-hours)

CIVIL ENGINEERING MISCELLANEOUS FEES

1. Investigation Fee for Work Done Without a Permit

Investigation Fee	\$250 or the permit fee, whichever is greater, but not to exceed \$2,500 for every day or portion of a day from the time unpermitted work began until a permit is obtained
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2. Civil Engineering Appeals

a. Appeal to Technical Review Committee	\$600 first appeal item plus \$300 each additional appeal item
b. Appeal to the City Manager Representative	\$600 first appeal item plus \$300 each additional appeal item
c. Appeal to the Development Advisory Board	\$600 first appeal item plus \$300 each additional appeal item

BUILDING SAFETY FEES

Building Safety Fees are divided into four categories. These four areas include Building Plan Review, Permits/Inspections, Existing AFP Sites, and Miscellaneous fees. These areas are further defined by the following:

- **Building Plan Review Fees**

Plans review fees pay for the review of plans to determine compliance with applicable codes and ordinances. Building Plan Review fees are based on a percentage of the calculated building permit fee with a minimum charge for each application.

- **Building Permit Fees/Inspections**

Building inspections are financed by building permit fees. Permit fees for new construction and additions are based on the valuation of the project. In addition to the basic level of inspection services, additional inspection services are available through prior arrangement with the Planning and Development Department and with payment of the appropriate fee. These services include overtime inspections, re-inspection, optional (non-required) inspections and requests for time-specific inspections.

- **Existing AFP Sites**

For increases in square footage at existing AFP sites, plan review fees will be based on the valuation tables using the square footage calculation. The permit fees will follow the AFP fee schedule and be charged on an hourly basis to reflect services provided. AFP permits will be issued through the AFP office upon completion of plan review.

- **Miscellaneous Fees**

Miscellaneous fees are those fees that do not fall under any other Building Safety activities.

Project Valuation

Some Planning & Development permit fees are based on project valuation. Project valuation is the higher of the minimum project valuation as calculated by Planning & Development, or the project valuation as provided by the applicant.

Time Limitations for Building Safety Permits

The expiration, extension and reinstatement of Building Safety Permits are detailed in the Phoenix Building Construction Code Administrative Provisions.

BUILDING SAFETY PLAN REVIEW FEES

1. Basic Plan Review Services

- a. General Plan Review – All Occupancy Types
 - 1) Residential with project valuations of \$50K or less ... 100% of the permit fee, minimum \$150 (1-hour)
 - 2) Residential with project valuations of over \$50K 80% of the permit fee, minimum \$150 (1-hour)
 - 3) Commercial with project valuations of \$50K or less ... 100% of the permit fee, minimum \$150 (1-hour)
 - 4) Commercial with project valuations of over \$50K 80% of the permit fee, minimum \$150 (1-hour)

Applies to all permits (see permit fee Table A) where valuation exceeds \$5,000 and a plan review is required.
- b. Project valuation less than \$5,000 with counter review of 15 minutes or less No plan review fee
- c. Standard Plans – All Occupancy Types Including Residential
 - 1) Base Plan Only Residential – 80% of the permit fee minimum \$150 (1-hour)
 - Commercial – 80% of the permit fee
 - 2) Base Plan plus Variations submitted in same plan set Residential – \$150 per variation
 - Commercial – 80% of the permit fee, minimum \$150 (1-hour) for the base plan, plus \$150 per hour to review the variations, minimum \$150 (1-hour)
- d. Single-Family Design Review \$150 per hour, minimum \$75 (1/2-hour)
- e. Plot Plan Review
 - 1) Residential Addition Plot Plan Review \$150 per hour, minimum \$75 (1/2-hour)
 - 2) Single-Family and Duplex Dwellings \$75 per permit

3) All Other Occupancy Types	\$150 per hour, minimum \$300 (2-hours) per permit
f. Engineering Plan Review of Building Components	\$150 per hour, minimum \$300 (2-hours)
g. Fire Life Safety Plan Review	\$150 per hour, minimum \$900 (6-hours)
h. Demolition Application Fee for Projects referenced..... in PBCC 105.3.1.1	\$300
i. Plan Review Services Not Otherwise Listed	\$150 per hour, minimum \$150 (1-hour)

2. Phased, Partial, and Deferred Submittal Plan Review

a. Cases where the applicant decides to separate a project into phased permits after initial plan review submittal for a single building permit:	
1) Initial Plan Review Application	Commercial – 80% of the permit fee for the whole building
2) Additional review time required to separate plans, coordinate partial plans, re-review and set up phased permitting	\$150 per hour, minimum \$150 (1-hour)
3) Subsequent Plan Review Submittals	160% of the permit fee based on the valuation of each submittal
b. Cases where the applicant initially requests plan review and permitting of a building in multiple phases, i.e., shell buildings, structural only:	
1) Initial plan review submittal and review time to set up phased permitting	160% of the permit fee based on the valuation of the work included in the submittal
2) Subsequent Plan review Submittals	160% of the permit fee based on the valuation of the work included in the submittal
c. Deferred Components	
Major Office Reviews.....	Commercial – 80% of the permit fee based on the valuation of each component or each submittal, minimum \$300 (2-hours) per submittal

Minor Field Reviews	Commercial - \$150 per hour, minimum \$300 (2-hours)
	Residential - \$150 per hour, minimum \$150 (1-hour)

3. Optional Plan Review Services

a. Permits By Appointment (PBA)	Commercial – 80% of the permit fee, minimum \$150 per hour, per discipline
b. Permits By Inspection (PBI)	Commercial – 80% of the permit fee, minimum \$150 per hour, per discipline
	Residential – 80% of the permit fee, minimum \$150 (1-hour)
c. Expedited Plan Review – Initial Review	3-times basic plan review fee
	<i>Availability limited and subject to the Planning & Development Director's approval.</i>
d. Expedited Plan Review – 2 nd Review Only	1 time basic plan review fee
	<i>Availability limited and subject to the Planning & Development Director's approval.</i>
e. Staff Consultation and Research	\$150 per hour, per discipline, minimum \$150 (1-hour)
f. Revisions to Approved Plans	\$150 per hour, minimum \$300 (2-hours)
	<i>Revisions which expand the scope of a permit require a new permit and fees.</i>
g. Application for one-time Time Extension	\$150 per hour, minimum \$300 (2-hours)

4. Self-Certification Program

- a. Self-Certification Class (Valid for 3-years) \$1,500
- b. Intake Meeting Fee \$300 flat fee and \$150 per additional hour

Charge flat fee in Intake Meeting fee code, and additional hour(s) if any, in Staff fee code, accordingly.

- c. Intake of Deferred Submittal \$300 flat fee and \$150 per additional Hour
- d. Intake of Plan Revisions \$150
- d. Permit Fee Per Planning & Development Department Fee Schedule
- e. Program Administration Surcharge 10% of the permit fee, minimum \$150
- f. Administrative Review for Reinstatement to Program (Equivalent to Formal Appeal to Building Official) Per Planning & Development Department Fee Schedule

5. Plan Review of Corrections to Plans

- a. First correction (2nd Review) No additional fee, provided that the only changes made are those needed to address the required corrections
- b. Second Correction (3rd Review) 20% of the current plan review fee, minimum \$150 (1-hour)
- c. Re-submittal which includes design changes unrelated to City required corrections 20% of the current plan review fee, minimum \$150 (1-hour)

Plans not approvable after second correction (3rd review) require a new submittal and payment of full plan review fees.

BUILDING SAFETY PERMIT FEES

1. New Construction, Additions and Remodel Existing Building Permits

Permit fees are based on the valuation (building square footage times standard rate for occupancy) of each building or building addition. For fee calculation purposes, building square footage shall be the total area of all floors under roof and enclosed within the outer surface of the outside enclosing walls or columns. Building square footage includes roofed patios or porches, bay windows, basements, mezzanine and penthouses or other mechanical spaces. Building square footage does not include roof eaves or overhangs not exceeding 3 feet in depth, courts or light shafts open at the top or unroofed patios or porches. The fees for each separate building shall be separately calculated.

Minimum valuation of the work shall be determined by the Building Official based on nationally recognized standards and shall include the value of materials, labor, overhead, and profit.

TABLE A: BUILDING SAFETY VALUATION-BASED PERMIT FEE	
Project Valuation	Permit Fee
\$1 - \$1,000	\$75 Minimum for Residential Water Heaters and Fences*
\$1 - \$1,000	\$150 Base fee only*
\$1,001 - \$10,000	\$150 on first \$1,000, plus \$9 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001 - \$50,000	\$231 on first \$10,000 plus \$8 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 - \$200,000	\$551 on first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$200,000
\$200,001 - \$1,000,000	\$1,601 on first \$200,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 - \$10,000,000	\$7,201 on first \$1,000,000 plus \$4 for each additional \$1,000, or fraction thereof, to and including \$10,000,000
Over \$10,000,000	\$43,201 on first \$10,000,000 plus \$4 for each additional \$1,000, or fraction thereof, on the total amount of the project valuation

Swimming pools are subject to a minimum permit fee of \$180. A \$30 aquatics program surcharge is also added to every swimming pool permit in accordance to Ordinance G-3114.

* Permits with project valuations of \$1 - \$1,000 include a maximum of two inspections, including reinspections. If additional inspections are needed they are charged at \$150 per inspection.

EXAMPLE OF A PERMIT FEE CALCULATION:

The following is an example of a permit fee calculation assuming a total project valuation** of \$250,500:
\$1,601 base fee plus \$357 (51 X \$7) on the project valuation = Total permit fee cost of \$1,958

*** Project valuation is based on the higher of the project valuation as calculated by Planning & Development or the project valuation as provided by the applicant.*

2. Phased, Partial, and Deferred Submittal Permits

Initial permit and subsequent permits 200% of permit fee based on valuation of permitted work

Projects built with phased or partial permits require significantly more coordination time for the inspection process than do projects built under a single permit. If a project coordination time exceeds 5-hours per permit, additional fees at \$150 per hour will be charged.

3. Additional Utility Meter Fees ...

- a. First Gas, Electric, or Water Meter No additional fee (included with the permit fee for one meter of each type)
- b. Each Additional Meter per Utility \$75 each

4. Manufactured Building

- a. Single-Family manufactured Home or Mobile Home \$150
- b. Factory-built buildings Other than Single-Family Fee based on valuation of work, Table A, minimum \$300 per permit

5. Demolition Permits and Move-off Permits

- a. Single-Family residential Structure (Including single-Family accessory buildings) \$75
- b. All Structures Other than Single-Family \$300 plus \$6 per 1,000 sq. ft. or fraction thereof
- c. Optional Pre-move Inspection \$150 per hour, minimum \$300 (2-hours)

6. Permit Time Extension

One-time Permit Extension 50% of current permit fee
Application and payment must be received prior to expiration date of the permit.

7. Permit Reinstatement

Permit Reinstatement within 1-year of Expiration 50% of current permit fee

BUILDING SAFETY INSPECTION FEES

1. Re-inspection Fee for All Construction Permits

- a. Initial Inspection No additional charge (included with permit fee)

If corrections are required, first re-inspection to verify corrections No additional charge (included with permit fee)
- b. Re-inspection Fees
Fees must be paid before re-inspections will be made.
 - For any inspection called before work was ready for that inspection \$150 each
 - For any inspection that cannot be made on date requested due to no access \$150 each
 - Second and subsequent re-inspections required for failure to correct deficiencies \$150 each

2. After-Hour Inspection Request

- a. Inspection requests scheduled within 2-hours before or after current PDD inspection hours \$150 per hour, minimum \$300 per request , per permit (2-hours)
- b. Inspection requests scheduled more than 2-hours before or after current PDD inspection hours or any time on Saturdays, Sundays, or Holidays \$150 per hour, minimum \$450 per request, per permit (3-hours)

3. Conditional Utility Clearances (Non-refundable Fee)

- Application Fee \$150 per hour, minimum \$150 (1-hour)

4. Temporary Power

Inspection Fee \$150 each

5. Certificate of Occupancy (Non-refundable Fee)

- a. Certificate of Occupancy issued at conclusion of all code-required construction No additional charge (included with permit fee)
- b. Temporary Certificate of Occupancy \$600 per request
For up to 180-days, not to exceed the expiration date of the permit. No renewals or extension allowed.
- c. Partial Certificate of Occupancy \$600 per request
- d. Request for a Change-in-Use Certificate of Occupancy without Construction
 - Step 1 – Plan Review Required \$150 per hour Plan Review Fee, minimum \$300 (2-hours)
 - Step 2 – Field Inspection Required \$150 per hour for inspection services, minimum \$300 (2-hours)

6. Periodic Safety Inspections - Elevators, Dumbwaiters and Escalators

- a. Powered Elevator (per car) \$100 plus \$10 per each landing
- b. Escalators, Moving Walks, Inclined Lifts, and Powered Dumbwaiters \$120 each
- c. Staff Consultation and Research and Testing Observation \$150 per hour, minimum \$150 (1-hour)

For installation, repair, or replacement work, see Permit Fee Table A.

7. Refrigeration System Periodic Inspections

Refrigeration System Inspections \$150 per hour, minimum \$300 (2-hours)

For installation, repair, or replacement work, see Permit Fee Table A.

8. Annual Facilities Permit (AFP)
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- | | |
|--|---|
| a. Application Fee | \$500 per facility location for assessing the location's initial eligibility for the Annual Facilities Permit program |
| b. Initial Registration and Annual Renewal | \$750 for all facility locations under the same ownership and responsible engineer |
| c. All plan review and inspection services including scheduled meeting hours | \$190 per hour, minimum \$190 (1-hour) |

NOTE: for increases in square footage at existing AFP sites, plan review fees will be based on the valuation tables using the square footage calculation. The permit fees will follow the AFP fee schedule and be charged on an hourly basis to reflect services provided. AFP permits will be issued through the AFP office upon completion of plan review.

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|---|---|
| d. After-Hour Inspection Request | |
| - Inspection requests scheduled within 2-hours before or after current PDD inspection hours | \$190 per hour, minimum \$380 per request (2-hours) |
| - Inspection requests scheduled more than 2-hours before or after current PDD inspection hours or any time on Saturdays, Sundays, or Holidays | \$190 per hour, minimum \$570 per request (3-hours) |

9. Building Maintenance Registration Fees
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- | | |
|--|--|
| a. Supervisor's License Application/Test Fee | \$75 |
| b. Facility Registration Fee (per year) | |
| - One Supervisor Class | \$300 per year |
| - Two or Three Supervisor Classes | \$600 per year |
| c. Inspection Fee | \$190 per hour, minimum \$190 (1-hour) |

10. Journeyman Licenses

- a. Apprentice – Initial Registration Fee and Annual
Renewal Fee \$20

- b. Journeyman – Initial Registration and Test Fee \$50

- c. Journeyman – Renewal Registration and Test Fee \$40

BUILDING SAFETY MISCELLANEOUS FEES

1. Alternative Methods, Materials and Equipment

Application Fee \$150 per hour, minimum \$900 (6-hours)

2. Residential Solar Photovoltaic System Permits

- a. Non-Standard Residential Solar Photovoltaic Permit Based on Project Valuation
Table A
- b. Residential Solar Photovoltaic System Permit – Fixed Fee Options
 - 1) Option A – Over the Counter Review \$600 - Plan Review and 3-inspections
 - 2) Option B – Over the Counter Review \$450 – Plan Review and 2-inspections
 - 3) Option C – No Plan Review \$375 – Administrative Fee and 2-inspections
 - 4) Option D – Over the Counter Review \$300 – Plan Review and 1-inspection
 - 5) Option E – No Plan Review \$225 – Administrative Fee and 1-inspection

The firms desiring to use these fixed-fee options will make an application through a process developed by the Planning & Development Department. The Department will determine the firms that qualify for the options noted herein.

3. Solar Water Heaters

- a. Commercial Permit fee per Planning & Development
Department Fee Schedule
- b. Residential Permit fee per Planning & Development
Department Fee Schedule

4. Appeals, Modifications, and Formal Interpretations

- a. Administrative Hearing with the City Manager Representative (Building Official)
Requests for code modifications, formal appeals, or formal interpretations.
 - 1) Single-Family Property or Project (R-3
(R-3 Occupancy) \$300
 - 2) Non-Single Family Property or Project \$450
- b. Lot combination, building code covenant and non-build easement modification requests
 - 1) Single-Family Residential \$300
 - 2) Multi-Family and nonresidential \$1,500
- c. Appeal to Development Advisory Board \$600 first appeal item plus \$300 each additional appeal item

5. Fees for Work Done Without a Permit

- a. Investigation Fee \$250 or the permit fee, whichever is greater, but not to exceed \$2,500 for every day or portion of a day from the time unpermitted work began until a permit is obtained
- b. Investigation Fee (Section 114) \$250 or the permit fee per Table A, whichever is greater
- c. Job Site Meeting (Section 114) \$150 per hour per inspection discipline, minimum \$300 (2-hours) per inspection discipline
- d. Permit Fee (Section 114) 2-times the permit fee per Table A, except for Residential Demolition permits

6. Miscellaneous Inspection Services

- | | |
|---|---|
| a. Miscellaneous Inspection Fee | \$150 per hour, minimum \$150 (1-hour) |
| b. Generators at Temporary Events
(Connected generators for Temporary Events) | |
| Weekday Inspection | \$150 for the 1 st generator and \$75 for each additional generator |
| After Hours, Weekend, or Holiday Inspection | \$150 for the 1 st generator and \$75 for each additional generator, minimum \$450 (3-hours) |
| c. Backflow Prevention Devices | \$150 for the 1 st backflow device and \$75 for each additional backflow device |

PARKLET

1. Initial Parklet Construction Fees

Base fee for all Parklet permits	
Planning and Development Department	\$250
Street Transportation Department	\$250
<i>Include plan review, construction permit, revocable permit</i>	
Annual rental fee for Private Parklet	\$10/square foot
Parking meter removal fee	\$300 per meter
Additional costs* (if applicable).....	\$150 to \$ 500
<i>*any sign changes, striping, loading zone, landscape, etc. that must be done to accommodate Parklet</i>	
Cash bond for emergency removal of Parklet).....	\$ 500

2. Ongoing Annual Fees

Annual revocable permit fee	\$380
Annual rental fee for private parklet	\$10/square foot

MISCELLANEOUS FEES

Fees listed below are charged for providing miscellaneous goods and services such as code consultation; investigation of alternate materials; plan review or inspections services not specifically listed in this code; staff research or retrieval of records; providing copies of records or department documents; sale of code books, checklists or technical documents; recovering the cost of postage or handling services; and the cost of providing special functions such as educational seminars given for trade or industry groups. Administrative service fees shall be based on the department's hourly rate for professional services as set forth in the fee schedule. The retail charge for the sale of books or supplies shall be set to recover purchase costs plus overhead expenses as determined by the department.

1. Letter Agreements

Letter Agreements	\$150 per hour for staff research and separation, minimum \$300 (2-hours)
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2. Extended Construction Work Hours Permit

Extended Construction Work hours Permit	\$300 for initial permit
Renewal	\$150 each

3. General Hourly Rates

- a. General hourly rate for Plan Review Services \$150 per hour
See section for fee minimum charge.
- b. General hourly Rate for Inspection Services \$150 per hour
See section for fee minimum charge.
- c. General hourly Rate for Administrative/Clerical Services ... \$75 per hour, minimum \$18.75 (1/4-hour)

Hourly rate services listed in the fee schedule shall be calculated in intervals of not less than 15 minutes subject to the minimum number of hours specified.

4. Record Change Fee

- a. Permit Record Change \$37.50 per permit
- b. Address Change \$37.50 per permit
- c. All Other Record Changes See General Hourly Rates Above

5. Refund Request Processing Fee

Any refundable Planning & Development Fee	20% of fee paid, minimum \$150 (1-hour)
Development Occupational Fee and Water Resource Acquisition Fee Refunds	\$150 per hour engineering charge, minimum \$150 per request (1-hour)

When staff error results in and overcharge of a fee, 100% of the overcharged amount will be refunded.

6. Copies

Copies	See Publication Listing
Research Time related to making copies	\$75 per hour, minimum \$18.75 (1/4-hour)

7. Technical Publications for Sale

Technical Publications for Sale	See Publication Listing
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8. Infill Waivers

Notwithstanding any other provision or requirement in the Phoenix City Code, the Planning & Development Director or his/her designee shall not collect new construction plan review or permit fees if the waiver of said fees is authorized as part of the City's Infill Housing Program. The amount of such fees shall be transferred from other City funds to the Planning & Development Department account.

GLOSSARY OF TERMS

**ABANDONMENT
CONSIDERATION FEE:**

A fee charged as public compensation to vacate public right-of-way for private interest. This fee is collected as a condition of right-of-way abandonment approval if the property being abandoned can be utilized for private development purposes. The fee collected is used to offset administrative costs for processing applications to dedicate right-of-way.

ABANDONMENT, FORMAL:

The process in accordance with State of Arizona imposed open meeting laws for public hearings related to the vacation of the public interest in previously purchased or dedicated right-of-way, either in full or retaining utility easements.

ABANDONMENT, INFORMAL:

The process of the vacation of the public interest in previously purchased or dedicated right-of-way, either in full or retaining utility easements, which right-of-way or easements are completely encompassed by a single property owner.

**ADMINISTRATIVE STAFF
SERVICES:**

The time spent by administrative staff to retrieve and/or photocopy a request by the applicant to obtain development information.

**APPEAL,
City Council:**

A formal appeal requested by the applicant of a site plan or subdivision on the City Manager Representative's decision regarding a technical appeal. All Decisions by City Council are final.

**APPEAL,
City Manager Representative:**

A formal appeal requested by the applicant of a site plan or subdivision regarding a technical review decision made by the Planning & Development Department. Technical appeals relate to items such as right-of-way improvement, grading, dedications and are heard by the City Manager Representative within 30 days from the date the appeal is filed. Decisions can be appealed to the DAB and City Council.

**APPEAL, (DRAB):
Design Review Appeals Board**

A formal appeal requested by the applicant of a site plan or subdivision regarding a design review decision made by the Planning & Development Department regarding whether a design review presumption has been met or not. Design review appeals are heard by the DRAB within 30 days from the date the appeal is filed. All decisions from the DRAB are final.

APPEAL, PROPORTIONALITY:

A formal appeal provided for in State law pertaining to the scope of right-of-way dedication and improvements required as a condition of permit approval.

**AT-RISK GRADING
AND DRAINAGE PERMIT:**

A permit authorized to commence grading operations when grading plan review is substantially completed, but prior to final plan approval. Submittal of water and sewer plans, where required, is a pre-requisite to issuance of an at-risk grading permit.

BASIC SIGN INSPECTION FEES:

Sign inspection fees are divided into three groups: Group A includes wall, marquee, projecting and roof signs and painted wall and window signs; Group B includes all ground and combination signs; and Group C includes billboards.

CERTIFICATE OF OCCUPANCY:

Legal authority to occupy and use a building or parcel of property. Indicates the project has been completed and found to be in substantial compliance with all applicable City codes and ordinances.

CERTIFICATE OF OCCUPANCY (TEMPORARY)

When all life safety issues have been addressed and substantial compliance has been met, a temporary certificate of occupancy is issued after the appropriate payment of fees has been made to the City. The project is then monitored to ensure total compliance has been achieved.

CERTIFICATE OF OCCUPANCY (PARTIAL):

When a portion of a structure is entirely complete, along with the corresponding approval of zoning stipulations, a partial Certificate of Occupancy is issued. The unfinished portions must be completed to a point where it will not constitute a hazard to the occupied portion of the structure.

CERTIFICATE OF OCCUPANCY PHASING:

A comprehensive review and agreement between the Applicant and City staff related to the proposed sequencing of completion and occupancy of multiple buildings on the same site. This plan most typically occurs on multi-family residential and commercial shopping center projects.

COMMUNITY INTEREST:

Private citizens who express interest or concern regarding the impacts of the development proposal during the rezoning process and have indicated their interest as a matter of record to staff. This interest or concern is entertained through the site planning, or subdivision review process in accordance with notification requirements imposed by the Zoning Ordinance.

COMPLEX ZONING STIPULATIONS:

Projects with zoning complexity are those which require additional staff time to administer, interpret, apply and confirm compliance with zoning ordinance standards, stipulations or rezoning and/or zoning adjustment. This may involve notification and review of plans by members of the public, Village Planning Committees, the Planning Hearing Officer, the Zoning Administrator, or other review boards and bodies. Projects with zoning complexity can be located in regulatory zoning overlay districts, the downtown urban form code area, Planned Unit Developments (PUDs), hillside development areas, or environmentally sensitive areas.

CONCRETE PERMIT:

Permit includes the inspection of concrete driveway, concrete sidewalk, concrete valley gutter and apron, curb & gutter, concrete sidewalk ramp, and curb return. (Other items to be added from the misc. category.)

CONDITIONAL ZONING:	Zoning approval conditions (stipulations) which have been imposed by City Council through the legislative process. These conditions must be clearly addressed on the initial development plans or a plan review surcharge will be assessed.
CONSULTATION AND RESEARCH:	The time spent by staff to research a written request by the applicant to obtain technical development and/or construction code information about a particular site, proposed site plan, proposed subdivision, or building. The request includes specific questions the applicant may have about the site planning, project engineering and/or building safety review process. The questions will be addressed in written form. Hourly rate services listed in the fee schedule shall be calculated in intervals of not less than 15 minutes subject to the minimum number of hours specified.
DEVELOPMENT PLAN ROUTING:	As projects are formally submitted for review by the Planning & Development Department, the projects are circulated to relevant Divisions and Departments throughout the City, and to affected community agencies outside of the City, for review and comment prior to approval.
DISCIPLINES:	Disciplines are defined for fee assessment purposes as architectural, structural, plumbing/mechanical, electrical, fire/life safety, industrial waste, traffic and parking, landscaping, grading and drainage, design review, and water and sewer utilities review.
DRAINAGE FACILITIES PERMIT:	Permit includes the inspection of storm drain pipe, storm drain man holes, concrete box culvert, catch basin, sidewalk scupper, cutoff wall, flood wall, and head wall.
DRAINAGE REPORT:	An analysis of storm water flows that influence a development proposal or properties within the vicinity of the development proposal.
DRAINAGE REPORT, CONCEPTUAL:	Where a conceptual drainage report is required at the Pre-Application Conferences, the engineer will determine the type of report based on complexity and indicate the corresponding fee based on review time (small, medium, large).
ELECTRIC COMPONENT INSPECTION FEE:	An electrical component inspection fee charged per sign per inspection visit whenever an electrified sign includes components that are not approved by a recognized listing and labeling agency. The electrical component inspection fee is in addition to the electric sign inspection fee.
ELECTRIC SIGN INSPECTION FEE:	An electrical inspection fee will be charged for each sign which is illuminated, motorized, or otherwise connected to electricity for any purpose.

ENVIRONMENTALLY SENSITIVE LANDS IMPACT:

An effort on behalf of the City and the property owner to preserve the integrity of the natural desert environment, by saving in their natural state, washes, hillsides, and significant stands of vegetation. The requirement for preservation is set by the City Council through Zoning Stipulations and/or the City Design Review Program.

FEE REFUNDS:

Requests for refund of Planning & Development plan review, permit or inspection fees.

FINAL PLAT PHASING:

A proposal by the Applicant to split the preliminary subdivision approval into two or more final plats which are recorded independently. This approach requires a systematic and comprehensive review of the sequence of infrastructure review and permitting.

FLAG AND GASOLINE PUMP-TOP SIGN INSPECTION FEE:

An inspection fee charged per visit for one or more flags or gasoline pump-top signs at a location.

FUNCTIONAL SEGMENT:

A Functional Segment is a portion of a Planned Community District (or other area requiring the creation of Master Plans) that is permitted to have a separate and independent set of Master Plans.

HAUL PERMIT:

A permit issued for transporting soil in excess of 10,000 cubic yards via City streets. Special traffic regulations, haul routes and work hours may apply.

HILLSIDE DEVELOPMENT:

Any development project that occurs on slopes exceeding 10%.

INSPECTION HOURS:

Inspections are normally provided Monday through Friday on regular City business days. Inspections must be requested before 2:00 p.m. the business day preceding the requested inspection. Additional inspection fees will be assessed for overtime inspections (early morning, evenings, weekends, and holidays) as well as time-specific inspections or inspectors to be available on stand-by.

Inspection hours are established by the Planning & Development Department and are subject to change. Regular hours are generally from 6:30 a.m. to 3:00 p.m., and summer hours 6:00 a.m. to 2:30 p.m.

INSPECTIONS, OPTIONAL:

A service fee will be charged for services related to optional inspection requests such as requests for pre-move inspections, walk-through inspections, or punch list inspections.

INVESTIGATION FEE:

Penalty fee charged for any work started without a permit.

**LAND DIVISION
(LOT DIVISION/LOT SPLIT):**

A process whereby the division of a property that is two and a half acres or less must be reviewed and meet minimum size and configuration requirements as well as infrastructure requirements to support the new parcels.

**LANDSCAPE -
INTERMEDIATE PLAN:**

Review of planting, irrigation and appropriate detail sheets for small development sites with street frontage less than 100 feet or 200 feet if on a street corner. The site must not be encumbered by major site plan issues.

**LANDSCAPE
PRESERVATION FENCING:**

On sites that require landscape preservation, a protective fence (typically a temporary chain link fence) must be erected around all areas to be protected in order to prevent damaging the landscape during construction.

LANDSCAPE - MAJOR PLAN:

Review of planting, irrigation and appropriate detail sheets for projects which involve a scope of work that exceeds that defined by the Minor or Intermediate Landscape Plans.

LANDSCAPE - MINOR PLAN:

Review of planting, irrigation and appropriate detail sheets for small development sites with less than 1000 square feet of total landscape area. The site shall not be encumbered by major site plan issues. Planting, irrigation and details should be on one sheet and may be placed directly on the project Site Plan. This review is typically processed over the development counter.

MASTER PLAN:

A Master Plan is a regulatory document which is used to guide the development of individual parcels within a particular Master Planned Area (such as within a Planned Community District or Specific Plan Area). A master plan may illustrate approved land uses and environmental requirements (such as on a Master Development Plan, Master Open Space and Trails Plan, Master Landscape Plan, and/or Master Drainage Plan), or it may illustrate the required infrastructure phasing and installation requirements (such as on a Master Street Plan, Mater Water Plan, and/or Master Trails Plan).

MAP OF DEDICATION:

An engineered map showing streets, alleys and easements to be dedicated for public use.

**MINOR ENGINEERING
PLAN REVIEW:**

Engineering review of off-site construction consisting of driveway cut details, limited scope street construction including sidewalk, curb and gutter, and landscaping, as well as on-site construction related to limited scope review of grading and retention calculations.

MULTI-DISCIPLINE:

A review giving input from more than one specialty, trade, or area of expertise.

PARCEL SPLIT:	A process whereby the division of a property that is greater than two and a half acres must be reviewed and approved for incorporation into the City's Geographic Information System property ownership data layer.
PAVEMENT CUT SURCHARGE:	A fee charged for the trenching in the public right-of-way where pavement is less than 30 months old.
PAVING PERMIT:	Permit includes the inspection of asphalt concrete (A.C.), alley surfacing (A.B.C.) temporary driveway (A.C.), dust palliative, raise/lower manhole cover, raise/lower valve box cover, install survey monument, AC thickened edge, grader ditch, paving replacement and seal coat.
PHASING, CONSTRUCTION:	Submittal of construction plan packages related to the stages of building construction (i.e., foundation, framing, plumbing, etc.) A single phase shall be considered development proposals which are submitted as a single construction document package. Multiple phases shall be considered development proposals which utilize more than one construction document package.
PHASING, SITE:	Development of a single site over time. Temporary improvements such as dust proofing and/or landscaping may be required on future phases.
PLAN REVIEW:	The process of reviewing the applicant's construction plans for building code compliance.
PLAN REVIEW REVISIONS:	Changes made to a plan once the plan has been approved.
PLANNED RESIDENTIAL DEVELOPMENT OPTION:	A group of dwelling units with common areas which are designed as an integrated functional unit. Planned residential developments permit considerable flexibility in the selection of building setbacks and heights, lot area and lot coverage. This type of development option requires the review and approval of both a Site Plan and a Subdivision Plat.
PLAT, FINAL:	A map dividing property and dedicating public right-of-way in final form with all required owner signatures that is ready for City Council approval and recording.
PLAT, MINOR:	A subdivision plat with 20 or less proposed lots and meeting the criteria of Section 32-14(h) of the City of Phoenix Subdivision Ordinance that is unencumbered by issues of zoning, drainage and off-site improvements.

PLAT, PRELIMINARY:	A map indicating the division of private property and right-of-way to be dedicated to the public.
PLAT, SIMPLE:	A simple plat of 4 lots or less which bypasses the preliminary review phase of the development review process. The minor plat process includes only the preapplication review and the final plat review.
PREAPPLICATION MEETING:	Initial meeting between the Development Review Team and the applicant to discuss basic development review requirements for a proposed site plan or subdivision. This meeting includes written notes from all disciplines and a mark-up drawing of the proposed plan submitted.
PRELIMINARY APPROVAL MEETING:	An official meeting between the Development Review Team and the applicant to discuss formal requirement for the proposed site plan or subdivision. This meeting includes a formal report and official mark-up drawing listing all requirements for site plan or subdivision approval. All stipulation listed in this review are required to receive final approval.
PRELIMINARY WATER OR SEWER DESIGN:	Staff consultation to determine if existing water or sewer system has the capacity and adjacency to support additional development.
RE-INSPECTIONS:	Additional visits to a development site caused by scheduling an inspection before the work is ready to be inspected, or by failure to complete required conditions; or by failure to provide access to an inspection site (locked gates or doors).
REMOVAL OF ILLEGAL SIGN:	Signs placed illegally within public property right-of-way must be removed by sign enforcement personnel. The first time a sign or signs are removed from public property, the person or business identified on the sign will be given a notice of violation. If the same or similar signs identifying the same person or business are again removed from public property, such person or business will be charged a disposal fee.
SEWER PERMIT:	Permission to install sewer in public right-of-way to City specifications. Permit includes the inspection of City sewer lines, and sewer manholes.
SIGN PLAN REVIEW - MINOR:	A fee charged for over-the-counter review of 1 to 2 signs for each sign application submitted.
SIGN PLAN REVIEW - MAJOR:	A fee charged for the review of each sign application submitted (excluding the over-the-counter review of 1 to 2 signs).

SIGN DESIGN REVIEW FEE:	An additional fee for the review of proposed signs which request height and area bonuses by incorporating design review elements.
SIGN ENGINEERING PLAN REVIEW:	A fee charged for the review of engineering plans, drawings and specifications submitted to establish formal or modified construction standards or to review plans for sign structures for which there are no existing standards.
SIGN PLAN REVIEW - FIELD:	A site inspection fee charged for all sign applications submitted without a photo(s) that clearly depicts the site of the proposed sign construction and affected adjacent sites or where Planning & Development Department's staff determines that the type of sign or a condition at the site warrants a site inspection.
SIGN RECORD CHANGE FEE:	A fee charged per request for any change to a sign permit.
SIGN RE-INSPECTION AND REPROCESSING:	A re-inspection fee charged for each inspection after the second made to determine compliance in conjunction with any correction notice given during construction or erection of a sign, or correction of situations identified in any notice of violation.
SIGN WORK WITHOUT A PERMIT:	Whenever any sign is erected, moved, altered or repaired without a required sign permit, an investigation fee in addition to the permit fee shall be collected whether or not a permit is then or subsequently issued.
SINGLE DISCIPLINE REVIEW:	A review which involves only one development review discipline such as planning, traffic engineering, civil engineering, fire, etc.
SITE PLAN - INTERMEDIATE:	A small scope site plan or subdivision that requires a review, but requires minimal or no development plan routing and may not require a review meeting. Typically, there are no complicated development issues associated with these projects. The written report and mark-up drawing can be mailed directly to the applicant.
SITE PLAN - MAJOR AMENDMENT/REVISION:	When significant changes (typically involving changes to site access, infrastructure, circulation and parking) are requested to an approved site plan or subdivision, an amended plan is submitted for review and approval. The plan is routed to appropriate departments for review and comment, and the revised plan may then be approved as an amendment to the original plan.
SITE PLAN - MINOR:	A site plan that requires minimal review through the development review process based on the scale or impact of the project. Typically, these projects involve a scope of work which has a structure less than 25,000 square feet (industrial) or 10,000 square feet (commercial), they consist of a single phase, all zoning stipulations and ordinance conditions are addressed on the submittal, the site has no significant drainage or traffic/access issues, citizen issues are resolved and any additional development processes (i.e., Zoning variance, right-of-way abandonment, right-of-way or easement dedications, etc.) have been

completed or submitted for review with no major issues.

**SITE PLAN -
MINOR AMENDMENT/REVISION:**

When minor changes (not density, traffic, or additional acres) are requested to an approved site plan or subdivision, an amended plan is submitted for review and approval. The plan is typically reviewed and approved as an amendment to the original plan.

**SPECIAL STUDY/
RESEARCH REQUEST:**

A request to research or study a development related issue not in direct conjunction with a specific development proposal being reviewed.

**STREET NAMING AND
ADDRESSING:**

The process of assigning street address numbers to a parcel that is consistent with the metropolitan methodology imposed by Maricopa Association of Governments for purposes of efficient postal delivery, emergency response and way finding by citizens and visitors.

SUBDIVISION:

The division of a lot, tract, or parcel of land into two or more lots, tracts, parcels, or other divisions of land for sale, development, or lease.

TEMPORARY EVENT SIGNS:

A fee charged for each temporary sign permit. A temporary sign permit is required for temporary events, grand openings, temporary business identification, and temporary business identification during construction, and temporary signs for places of worship. No sign inspection fee is required.

TIME EXTENSION:

A fee paid to place a development proposal on hold for the purposes of resolving outstanding issue(s) which would prevent staff from granting preliminary Site Plan or Subdivision approval in accordance with conditions of the Zoning Ordinance. Some examples include lack of completion of zoning or zoning variance processes and significant infrastructure issues which would prevent moving forward with construction plans.

**TIME EXTENSION OF PLANS
REVIEW:**

A fee charged for the review of approved development plans which have not progressed to permits and which have exceeded plan review time limits imposed by various City ordinances.

**TRAFFIC AND
INFRASTRUCTURE IMPACT:**

Development proposals which require extensive research and possible staff designed infrastructure alternatives for consideration. Typical applications relate to trip generation analysis and traffic impact, infrastructure capacity analysis in association with water or sewer service studies and/or pedestrian circulation studies.

WATER PERMIT:

Permit includes the inspection of water main extensions, water line taps, and fire line/hydrant.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Planning & Development Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).