



The Phoenix Building Construction Code grants relief to owners of property who agree to obtain permits for work performed by a previous owner and to owners who agree to remove non-permitted work that they have constructed. This document outlines the procedure for waiving or reducing investigation, double permit and jobsite meeting fees for these projects.

Investigation Fees, Section 114.3

Investigation fees may be waived or reduced where it can be demonstrated that the non-permitted construction was performed by a previous owner.

Permit Fees, Section 114.3

The permit fee for work commenced without a permit is twice the published permit fee as set forth in the fee schedule. This can be reduced to the published permit fee where it can be demonstrated that the non-permitted construction was performed by a previous owner.

When work without permits is to be totally demolished by the owner, a demolition permit shall be obtained and the fee paid shall be the published permit fee (not doubled).

Jobsite Meeting Fees, Section 114.2.4.1

The additional fee for the required jobsite meeting may be waived or reduced where it can be demonstrated that the non-permitted construction was performed by a previous owner.

When the owner who performed the work agrees to totally demolish the non-permitted construction and no new work is required to restore the structure to its former code-compliant condition, a jobsite meeting (and associated fee) is not required.

Summary

When an owner agrees to demolish work they have done without a permit, the investigation fee applies, but the double permit and jobsite meeting fees can be waived or reduced. When an owner can prove that the non-permitted work was done prior to their ownership, the investigation fee, double permit fee and jobsite meeting fee can all be waived or reduced.

Procedure

The customer must request a waiver or reduction of the fees by completing the Non-Permitted Construction Fee Waiver/Reduction Request Form. See below for details:

1. Customer completes/submits the request form in one of two ways:
 - a. **At the Counter** – The customer completes the waiver request form at the time they are at the counter. The customer **does not pay** the fees until a decision is made.
 - b. **To the Finance Department** – The customer takes the refund request form and fills it out at a later date and submits to the finance department for processing. The customer **pays all fees due** at that time.

Next steps for Submission AT THE COUNTER.

1. The form is routed to the department designee for approval.
2. Designee approves/denies and forwards form back to originating staff.
3. Staff informs customer of the decision.
4. Staff makes a copy of request form and sends to records for recording in SIRE.
5. If approved, the customer is given the original request form and sent to Payments and Submittals for processing.
6. The Payments and Submittals staff processes approved requests in KIVA using the “waiver” payment type (Note: The fees are not removed or reduced in KIVA but are offset by a waiver payment type).
7. Payments and Submittals staff sends the original approved request form to the finance staff in their daily cash bag.
8. The finance staff will verify that the process above was followed correctly and will log the waiver in the Fee Waiver Log and retain the original request form in accordance with records retention policies.

Next steps for Submission to PDD FINANCE.

1. The form is routed to the department designee for approval.
2. Designee approves/denies and forwards form back to finance staff.
3. Finance staff informs customer of the decision and that a copy of the approved form will be on file with payments and submittals.
4. Staff makes a copy of request form and sends to records for recording in SIRE.
5. Finance staff sends a copy of approved requests to the Payments and Submittals staff for filing in the “waiver binder” **or** the Finance staff processes a refund if the fees were paid previously, the administrative fee will not apply in this circumstance.
6. The Payments and Submittals staff processes approved requests in KIVA using the “waiver” payment type (Note: The fees are not removed or reduced in KIVA but are offset by a waiver payment type)
7. Payments and Submittals staff sends the copy of the approved Request Form to the finance staff in their daily cash bag
8. The finance staff will verify that the process above was followed correctly and log the waiver in the Fee Waiver Log and retain the original Request Form in accordance with records retention policies.

Note: If the request is approved and the permit has already been issued, the applicant must submit a copy of the *Fee Waiver/Reduction Request Form* along with a *Fee Refund Request* to Financial Services.

Submit Requests via:

U.S. Mail:

City of Phoenix
Planning and Development Department
Financial Services
200 W Washington St, 3rd Floor
Phoenix, AZ 85003

In Person:

City of Phoenix
Planning and Development Department
200 W Washington St, 2nd Floor
Payments and Submittal Counter

By Fax: 602-534-4563

Email: payments.submittals@phoenix.gov

(Payments and submittals staff to forward to department finance staff for processing).