



Office of Customer Advocacy (OCA) staff reviews the Adaptive Reuse Incentive application for completeness and determines whether or not the project is eligible for the Adaptive Reuse fee incentive.

- OCA staff completes “Staff Use Only” section of application
  
- If the application is **denied**:
  - OCA staff notifies and sends a copy of the completed application to the applicant indicating the reason for denial
  - OCA staff keeps a copy of the application for recordkeeping
  - OCA staff routes the original application to Records to be scanned in SIRE
  
- If the application is **approved**:
  - OCA staff identifies the maximum \$ amount available to apply toward the Adaptive Reuse project
  - OCA staff keeps a copy of the application for recordkeeping
  - The completed Adaptive Reuse Incentive application is forwarded to Payments & Submittals (P&S) counter
  - OCA staff notifies the applicant of the fee waiver approval, and directs them to the Site Development counter for OK to log in stamp
  - The applicant is then directed to the Commercial Building Services counter for permit set up and determination of plan review/permit fees
  - The applicant submits plans to P&S. P&S staff obtains the completed Adaptive Reuse Incentive application from the Approved Fee Exemptions tray, and enter “AR INCENT” fee waiver code in KIVA under the Payment screen
  - P&S staff fills in the “plan/permit number” on the staff use only section of the Adaptive Reuse Incentive application
  - P&S prints receipt of transaction for customer and accepts plans for log in
  - P&S provides a copy of the receipt to OCA staff for recordkeeping
  - P&S routes the original application to Records to be scanned in SIRE

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For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.