



**COMMERCIAL PLAN REVIEW FEE
AND SUBMITTAL APPLICATION
BUILDING INSPECTIONS DEPARTMENT**

Project Name _____
Address _____
City _____ State _____ Zip _____

Firm Submitting Plans for Review:

Name _____
Address _____
City _____ State _____ Zip _____
Telephone () _____ Fax () _____
Contact Person _____ Title _____

Commercial plan review fees are 15% of the permit fee amount and permit fees are based on the construction contract amount. It is understood that plans are often submitted for review before contract bids are received and exact construction cost are not known. For purposes of determining fees, please provide the best construction cost or estimate possible. If the actual construction cost is greater than the estimate, this will affect the 15% review fee and any difference will need to be paid before the building permit is issued. Please provide the following information and you will be contacted with the amount of the plan review fee.

Plan review fee payment is required before building plans can be reviewed.

Total Construction Cost _____

Construction Cost (excluding mechanical, plumbing and electrical cost) _____

Applicant Name (please print) _____

Signature _____

Telephone () _____

For Building Permits Staff Use Only

Building Permit Amount _____ Actual ___ Estimated ___

Commercial Building Plan Review Fee Amount _____

Check Number _____ Received By _____ Date _____