



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

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Project Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Detailed Description of Work  
\_\_\_\_\_

**Firm Submitting Plans for Review:**

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

Commercial plan review fees are 40% 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 40% 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.

**The plan review fee payment is required before building plans can be reviewed.**

Total Construction Cost: \$ \_\_\_\_\_

Construction cost (excluding mechanical, plumbing and electrical costs): \$ \_\_\_\_\_

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 \_\_\_\_\_