



CITY OF TACOMA
Planning and Development Services Department
POLICY STATEMENT

Subject: Phasing of Permit Fees

Code Sections:

Tacoma Municipal Code Title 2.09 – Fee Code

Policy:

Permit fees that may be considered for phasing are as follows:

- Building plan review fee (where total plan review fee exceeds \$50,000).
- Building permit fee (where total permit fee exceeds \$50,000)

All other permit fees are due at the time of application submittal or issuance as specified in TMC 2.09 Fee Code.

Phasing of permit fees is subject to approval by the Planning and Development Services Director or his/her designee. Where approved, the first payment for a phased plan review must be received prior to plan review commencing; and for a phased permit fee, the first payment must be received prior to permit issuance.

If the applicant fails to pay the plan review or permit fee per the agreement, the Planning and Development Services Director may cancel the agreement to submit plan review or permit fees for the remainder of the proposed schedule of payments, and require that all fees be paid immediately. Planning and Development Services may put the plan review or inspections on hold until such fees are paid in full.

Specific Conditions

The applicant shall submit a request for phasing of a building permit fee or building plan review fee to the Planning and Development Services Director for approval. The applicant must submit a document with the scope of work and specific permits they are requesting phased fees, and a proposed schedule for fee payments. The document shall be signed and notarized by the applicant and receive the Planning and Development Services Director's signature of approval.

Phasing of plan review fees shall be divided into no more than 4 equal payments. The payments must be paid on an increment of no more than 6 weeks (42 calendar days) apart.

Phased building plan review fees must be completely paid prior to permit issuance. Phased building permit fees must be completely paid prior to the applicant requesting the first framing inspection, or no more than 24 weeks after the building permit has been issued.

Where there are revisions prior to permit issuance requiring additional plan review fees, those fees shall be paid prior to permit issuance. Revisions submitted after permit issuance are due at the time of revision approval by all applicable City reviewers.