



INFORMATIONAL BULLETIN

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Chief Building Official

Fees to Divide a Plan Check or Change the Scope of Work

Permits are normally issued on what was requested at the initial plan check review submittal. Prior to permit issuance an applicant might request to divide a plan check into distinct components or to change the scope of work.

A fee will be charged to perform the additional work to make these changes. Plan check adjustments that will be charged this fee include, but are not limited to, the following:

- Splitting the scope of work into different "phases."
- Changes in the square footage(s) of the scope of work.
- Changes in addresses, tracts, lots, etc.
- Additions or subtractions to the scope of work.

The applicant will pay a minimum of three hours of plan check time for staff to adjust the permit process for the changes requested on a plan check review.