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GUIDING PRINCIPLES

- Collect fees ahead of services provided at each milestone.
- Avoid charging all fees upfront until full automation is implemented.
- Standard fees: Technology Fee and OSF Fee.
- Other fees vary by record type and scope of work.

MILESTONE-BASED FEE COLLECTION

AT TIME OF SUBMITTAL

- Application Fee (except auto-issued records)
- Technology Fee (standard)
- Plan Review Fee
- Regulatory Review Fee
- SFHA Review Fee (if applicable)

PRIOR TO REVIEW RESUBMISSION OR PERMIT ISSUANCE

- Plan Review SF Adjustment Fees
- Plan Review Resubmission Fees
- Regulatory Review Resubmission Fees
- Regulatory Supplemental Review Fee
- Conditional Review Fees (by discipline)

Fee Collection Policy & Discounts

Building & Permitting Services

PRIOR TO PERMIT ISSUANCE

- Inspection Fees
- OSF Fee (standard)
- Admin/Radon Fee
- Solid Waste/Recycling Fees

PRIOR TO RE-INSPECTION

- Re-Inspection Fees
- Partial Inspection Fees

PRIOR TO CO/CC ISSUANCE

- Re-Inspection Fees
- Partial Inspection Fees
- Solid Waste/Garbage Collection Fees

SPECIAL SCENARIOS

- **Auto-Issued Records:** No Application Fee; auto-assessed fees at submission/issuance; monthly validation reports.
- **Over-the-Counter Issued Records:** Auto-assessed fees at submission/issuance.

DISCOUNTS & WAIVERS

Discount Type	What's Waived	Applies To	Exceptions/Notes
Mastered Drawings	Plan Review Fees	Projects using mastered drawings	Discount does not apply to Fire, Regulatory, Conditional, SFHA
Private Provider Plan Review	Portion* of Plan Review Fees	Projects using private provider review	Plan Review Supplemental applied, when applicable
Private Provider Inspections	Portion* of Inspection Fees	Projects using private provider inspections	Does not apply to Fire or non-FBC inspections
Auto-Issued Records	Application Fee	Roof, Residential Fire Simplified Systems, future trades	Auto-issued only
100% Disabled Veteran	All Fees	Accessibility-related improvements	Full waiver

* Portion based on internal guidelines or Statutory Requirements.

DISCOUNT APPLICATION METHOD

All applicable fees will be assessed at their full calculated amount for reporting purposes. Approved discounts will then be applied as a separate adjustment to offset the discounted amount. This approach

ensures accurate reporting of gross fees, discount values, and net revenue, while maintaining transparency for audits and performance tracking.

AUTOMATION & REPORTING

- Configure auto-assessment for standard and milestone fees.
- Monthly audit reports for auto-issued and over-the-counter records.
- Prepare for full automation of manual fee assessments.

COMMUNICATION & TRAINING

- Customer-facing guidance on fee milestones and discounts.
- Staff training on milestone-based collection and discount application.

PROCESS FLOWCHART

Submittal

- Online Application
- Paper Application

Milestone 1: Collect Before Review

- Application Fee
- Technology Fee
- Plan Review Fee
- Regulatory Review Fee
- SFHA Review Fee

Milestone 2: Collect Before Resubmission or Issuance

- Resubmission
- Supplemental Review Fees
- Plan Review SF Adjustment Fees

Milestone 3: Collect Before Issuance

- Inspection Fees
- Operational Support Fee
- Admin & Radon Fees

Milestone 4: Collect Before Re-Inspection

- Re-Inspection Fees
- Partial Inspection Fees (not covered by Inspection Fees)