



# Maricopa County

Planning & Development Department  
Department Directive

Department Directive:  
DD-2013-18

Supersedes: DD-2008-04  
DD-2004-12

Effective: Immediately

Initiator: Tom Ewers

Director: *Debra W. Stark*

**Purpose:** To clarify the fees due for plan modifications after a permit is issued and annotate computer procedures for entering these fees.

**References:**

Maricopa County Local Additions and Addenda:

Section 208 - Other Inspections and Fees No. 7 - Change to Approved Plan (including standards) - \$250

Section 208: Additional Fees - Amendment to Approved Plan (data only) - \$30

Maricopa County Zoning Ordinance: Section 1602.1:

"Zoning Clearance Residential - \$100 / Commercial - \$250"

**Policy/Procedure:**

PLAN REVISION FEES		FEE
<b>Site Plan Revision Fees</b>		
1	Any site plan modification that requires amending or updating zoning clearance or computer screens.	<b>\$100 Res.</b>
	Fees are entered on the appropriate computer screen. Workflow is updated in computer, comments attached to Combined Review Module.	<b>\$250 Comm.</b>
<b>Minor Building Plan Change Fees</b>		
2	Any minor building plan modification that requires amending or updating computer screens.	<b>\$30</b>
	Fees are entered on the appropriate computer screen. Workflow is updated in computer, comments attached to Combined Review Module.	
<b>Data Change Fees</b>		
3	Any data change that requires amending or updating only computer screens.	<b>\$30</b>
	Fees are entered on the appropriate computer screen. Workflow is updated in computer, comments attached to Combined Review Module.	
<b>Major Building Plan Revision Fees</b>		
4	Any major building plan modification that requires additional plan review work and updating computer screens and workflow.	<b>\$250</b>
	Fees are entered on the appropriate computer screen. Workflow is updated in computer, comments attached to Combined Review Module.	
<b>General Information</b>		
5	Modifications may involve some or all of categories 1, 2, 3, and 4 above - <b>Example:</b> Add 1,000 sf to building: affects site plan, is major change to building plan and requires updating computer screens and workflow. \$100+\$250=\$350	



<b>PLAN REVISION FEES</b>		<b>FEE</b>
6	There may be additional Flood Control, Drainage, or Environmental Services modification fees so only the Quality Control Center will notify applicant of fees after all approvals are entered.	
7	For any additional modifications or questions on fees, contact a manager before doing any entry into the computer.	
8	Fees will only be charged for the first review of modified plans. Subsequent reviews of revised modified plans will not be charged additional fees.	
9	Modifications may not be submitted as single sheets but must be full sets of plans showing all original information with revisions clouded, numbered, and dated.	