

Report Supporting Establishment of an Expedited Plan Review Fee Schedule

During the 2025 legislative session, HB2447 was signed into law by the governor, which Amended A.R.S. § 9-5000.49 to require municipalities by ordinance to “allow applicants with a history of compliance with building codes and regulations to be eligible for expedited permit review.” The Town does not currently have a formalized expedited permit review process or associated expedited fees to partially cover the costs of expediting the permit review process. Because the statute requires that certain applicants be eligible to request an expedited review, Staff is recommending that an expedited review process be developed, which would include the establishment of corresponding expedited permit review fees to cover a portion of the costs of expedited reviews.

In developing the required expedited review process Staff has researched what fees other municipalities in Arizona charge for the expedited review process. By far the most common approach utilized to recover the additional cost is to assess double the standard permit fee to process a particular type of permit to expedite the processing time by one-half. This fee structure is supported by the experience of other Arizona municipalities which have established expedited permit review processes and appears reasonable under the circumstances.

Therefore, the recommended fee structure for requested expedited permit review for qualified applicants is as follows:

Expedited Permit Review Fees: Two times the plan review fee for the associated permit type set forth in Town Code Section 7-6-12, Building Safety Plan Review Fees.

For reference the current fees under Town Code Section 7-6-12 are as follows:

7-6-12 Building Safety Plan Review Fees

- A. Single family
 - 1. new, additions, remodels - 65% of applicable permit fee
 - 2. standard plan (use of approved plan on file.) - \$50
- B. Other than single family (new, additions, remodels) - 65% of applicable permit fee
 - 1. additional and subsequent identical building located on the same lot or development and submitted at the same time. - \$50
- C. Combination permit (includes bldg, plumb, elect, mech) - 65% of applicable permit fee
- D. *Plumbing (stand alone) - 65% of applicable permit fee*
- E. Electrical (stand alone) - 65% of applicable permit fee
- F. Mechanical (stand alone) - 65% of applicable permit fee
- G. Swimming pool

1. in-ground pool & spas - \$40
2. above ground pools & spas - \$40
- H. Addendum / revisions - \$180 non-refundable
- I. Demolition - \$40
- J. Deferred submittals - \$180 non-refundable
- K. Fence/wall - \$75
- L. Miscellaneous plan review - \$40/ sheet
- M. Third and subsequent plan reviews - 15% of applicable permit fee (due at submittal)
- N. Code update/existing standard plan review - \$325/plan

The expedited fee would be twice the fee set forth in Section 7-6-12.

If approved by the Town Council, the fee would become effective October 17, 2025 and would be applied to all expedited plan review requests.