

BILLING PROCEDURES

For billing purposes, your Planning and Development (P&D) permit application falls into one of two categories:

- **Fixed Fee applications** (no further payments are usually required after the pre-set application fees have been paid at the Counter)
- **Security Deposit applications** (applicant will be billed for all case processing charges as they are incurred)

If you are not sure which type of application you have submitted, Counter staff can tell you.

P&D collects a **Fixed Fee** for applications when the project requires a ministerial or minor discretionary permit, with a consistent and predictable level of staff review for that application type. Should your Fixed Fee application need to be billed at a future date, you will receive prior written notification, including an explanation of the reason for change in billing status.

Security Deposit applications require a higher level of effort by P&D staff. For these applications, a security deposit is collected during application submittal. The security deposit is held, on your account. When processing of your application is complete, you will be refunded the security deposit, less any outstanding charges on your account.

Security Deposit accounts will receive a monthly invoice from P&D in any month for which they have incurred new charges and/or have an unpaid balance. Your bill will specify both an Amount Due and Due Date (25 days after the invoice date). Should you fail to pay by the Due Date, you will receive a second billing notice requesting payment in 15 days.

A sample monthly invoice has been printed on the back of this page.

If you have any questions about billing procedures, please call accounting staff at (805) 568-2003.