



BROCHURE # 92

LAND USE & DEVELOPMENT FEE BILLING



Land Use & Development Fee Billing Summary	Application Fee Deposits are collected on all land use and development applications at the time of submittal. Review and inspection hours are charged at the approved hourly rate and deducted from the application fee deposit. If the deposit is depleted, additional hours will be charged monthly. If a credit remains at the completion of your project, a refund may be issued in accordance with DCD Fee Policies.
Statements	Statements reflect activity from the 1 st of the month through the end of the month and are mailed on or about the 10 th of the each month. All statements are mailed to the owner of the parcel unless otherwise specified by the owner. Statements reflecting an 'Amount Due' require payment within 30 days. Statements reflecting a credit 'Amount Due' require no action unless the owner wishes to cancel the permit application. If a credit remains at the completion of the project, a refund may be issued in accordance with DCD Fee Policies.
Payments	Payments are due by the 1 st of the month following the invoice date. Payments can be made online via the Online Permit Center at www.kitsapgov.com/dcd , by mail or in person.
Inquiries	If you have billing questions, please contact (360) 337-5777. If you have questions regarding the status of your application, please sign up to use the Online Permit Center at www.kitsapgov.com/dcd . The Online Permit Center is a great way to stay informed about the status of your project. You can use the Online Permit Center to check the status of your application, pay fees, schedule inspections, communicate with your project lead and much more!
Owner / Address Changes	Please notify the DCD Fiscal Office at (360) 337-5777 immediately if there is an ownership, address, or other billing change.
Project Cancellations or Withdrawals	When an application is cancelled, a refund may be issued in accordance with DCD Fee Policies. All refunds will be processed within 60 days.
Late Charges	All balances 60 days or greater past the invoice date may be assigned to a collection agency as indicated in the 'Delinquent Payments' section below.

<p>Delinquent Payments</p>	<p>Fees are due and payable at the time services are requested unless otherwise specified in the DCD Fee Schedule and DCD Fee Policies.</p> <ul style="list-style-type: none"> • No additional inspections, including final inspections, will be scheduled or performed until all outstanding fees are paid. • No Temporary or Final Certificate of Occupancy will be approved or issued for a project with any outstanding fees on any permit associated with the project. Exceptions may be authorized by the Chief Building Official or Director only. • An approved or issued permit may be revoked for non-payment of fees. • Any outstanding fees or portions of fees shall be added to the required fee(s) of any future plan review or permit prior to application acceptance or permit issuance. • The collection of outstanding fees may be assigned to a collection agency, pursuant to RCW 19.16.500, or a civil action may be commenced to collect outstanding fees, associated interest, fines, penalties and reasonable fees associated with collection agency fees incurred. Interest will be charged at the rate of one percent per month. No debt may be assigned to a collection agency until at least 30 days have elapsed from the time the county attempts to notify the person responsible for the debt. • A lien may be placed on the property. In those cases where an applicant appeals the imposition of fees pursuant to Policies 5 and 13, such fees shall be paid prior to the appeal, but may be paid “under protest.”
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