

# Online HPP Inspection Fee Instructions

Contractors may apply for one of three types of permits; **each will automatically insert the application fee upon checkout.**

**Standard Permit:** This permit is required for an HPP project where the costs of construction are known at the time of application (hard bid). If this permit type has been selected, you will need to check the “SELECT” box, and enter the total cost of construction in the box marked “HPP ADDL INSP FEE”. The \$250 application fee will automatically be charged on the following page. If you are applying for this permit after construction has started, you must also check the “SELECT” box on the line labeled “HPP LATE PERMIT FEE”, and you will be charged the appropriate late filing fee on the next page.

**Time & Materials (T&M) Permit:** This permit is appropriate for an HPP project where the total cost of construction is not known at the time of application. If this permit type has been selected, do not check the box labeled “HPP ADDL INSP FEE”. The \$250 application fee will automatically be charged on the following page. If you are applying for this permit after construction has started, you must check the “SELECT” box on the line labeled “HPP LATE PERMIT FEE”, and you will be charged the appropriate late filing fee on the next page. By the end of construction, the total dollar value of the HPP project must be submitted to the assigned inspector for approval, and invoicing of the inspection fees owed.

**Blanket Permit:** This permit is appropriate for a single location where maintenance type HPP projects will be performed in a calendar year. If this permit type has been selected, do not check the box labeled “HPP ADDL INSP FEE”. The \$400 application/advance inspection fee will automatically be charged on the following page. If you are applying for this permit after construction has started, you must check the “SELECT” box on the line labeled “HPP LATE PERMIT FEE”, and you will be charged the appropriate late filing fee on the next page. The contractor must keep a log of all HPP work done with costs of each project. By the end of the calendar year, the HPP projects log including the total dollar value of the HPP projects must be submitted to the assigned inspector for approval, and invoicing of the inspection fees owed.