



540 West Hills Circle
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January 1, 2010

Owatonna Building Inspection Department

Collection of Plan Review Fees

Exempt from this policy are one and two family dwellings and their accessory structures.

As per [City Ordinance Code Section 35.05 Appendix A \(4\)\(a\)](#) Plan Review Fees, a plan review fee shall be paid at the time of submission of plans and specifications for review. As provided for by ordinance and state law the plan review fee shall be 65% of the building permit fee. If the building permit fee has not been determined at the time of submission, an estimated fee shall be computed based on City of Owatonna Ordinance Code Section [35.05 Appendix A \(2\)](#); Construction Valuation Table. In those instances, adjustments to the plan review fee based on the contract value of the improvements may be made when the building permit is issued. Plan review fees are generally non-refundable except at the discretion of the Building Official based on the amount of review and processing time spent by city staff up to the time of plan withdrawal.

Note that changes in building plans during construction may result in additional plan review fees if such changes increase the valuation of the building improvements and subsequently the permit fee.