



MIDWAY CITY FEE SCHEDULE

Effective 6/21/2022

ADMINISTRATIVE

ITEM		FEE
Copies	8.5" x 11" - black & white	\$0.25/copy
	8.5" x 11" - color	\$1.00/copy
	11" x 17" - black & white	\$0.50/copy
	11" x 17" - color	\$2.00/copy
	24" x 36" - black & white	\$3.00/copy
	24" x 36" - color	\$26.00/copy
	36" x 42" - black & white	\$5.50/copy
	36" x 42" - color	\$32.00/copy
	As provided by the Utah Government Records Access and Management Act, staff time will be charged in an hourly amount that equals but does not exceed the wage of the lowest-paid employee who has the necessary skills and training to perform the request. No charge may be made for the first quarter-hour of staff time.	
Returned Check		\$20.00

BUILDING SAFETY

ITEM		FEE
After Hours Inspection		\$75.00/hr.
Copies	UPS Store Copies 2' x 3' or actual charge if more	\$3.50/page
	Time - Admin Asst - time spent gathering documents to be copied and going to the UPS store to make large format copies.	\$0.40/min.
Demolition Permit	For the demolition of a structure up to and including 5,000 square feet	\$50.50
	For the demolition of a structure in excess of 5,000 square feet	\$101.00
	A Demolition permit would require a minimum of two inspections: prior to approving for demolition, and after all regrading is complete to assure the requirements of the Site Disturbance ordinance have been met.	
Deposit	Varies depending upon cost of project, not to exceed plan review amount	Variable
Final Completion Deposit	Residential only, permits 07-126 forward	\$3,000.00
Grading Permit	50 cubic yards or less	\$25.00
	51-100 cu yd	\$37.00
	101-1,000 cu yd	\$50.00 for the first 100 cubic yards plus \$15.00 for each additional 100 cubic yards or fraction thereof

	1,001 - 10,000 cu yd	\$185.00 for the first 1,000 cubic yards plus \$13.00 for each additional 1,000 cubic yards or fraction thereof
	10,001 - 10,000 cu yd	\$301.00 for the first 10,000 cubic yards plus \$11.00 for each additional 10,000 cubic yards or fraction thereof
	100,001 cu yd or more	\$401.00 for the first 100,000 cubic yards plus \$9.00 for each additional 10,000 cubic yards or fraction thereof
Permit (+1% state/city surcharge added)	Basement Finish	No charge
	Electrical meter up-grade, relocation, or repair	No charge
	Furnace change-out	No charge
	Modification of existing gas line	No charge
	Recovering roof (second layer of shingles)	No charge
	Reroofing (removing all old roofing material and installing new)	No charge
	Water heater change-out	No charge
Permit Deposit	New Single-family dwelling	\$1,050.25
Permit Fees	Current Appendix "L" IRC	
Plan Review	65% of the building permit fee	
Post-Approval Review	Post-Approval Review (gas line, engineering, truss, REScheck, other) minimum	\$50.00/hr.
Post-Issuance Review		\$50.00/hr.
Re-Inspection Fee		\$75.00
Re-Open Expired Permit	50% of original permit fee	Variable
Residential Valuations	Current Wasatch County Building Department valuation (Updated every 6 months in February and August)	
Site Disturbance	Permit	\$50.50
	Plan Review	\$50.50
Temporary Certificate of Occupancy	Commercial	\$750.00
	New single-family dwellings thru permits 07-125, and all remodels/partial as required	\$500.00

CURRENT ICC EVALUATION TABLE
(For All Permits Except Residential)

Square Foot Construction Costs ^{a, b, c}

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	263.06	254.15	247.55	237.53	223.05	216.60	229.90	207.42	199.94
A-1 Assembly, theaters, without stage	241.02	232.11	225.51	215.49	201.01	194.56	207.86	185.38	177.89
A-2 Assembly, nightclubs	205.93	199.80	194.89	186.91	176.19	171.34	180.27	159.46	154.02
A-2 Assembly, restaurants, bars, banquet halls	204.93	198.80	192.89	185.91	174.19	170.34	179.27	157.46	153.02
A-3 Assembly, churches	243.83	234.92	228.32	218.30	204.21	198.79	210.67	188.58	181.10
A-3 Assembly, general, community halls, libraries, museums	204.02	195.11	187.51	178.49	163.01	157.56	170.86	147.38	140.89
A-4 Assembly, arenas	240.02	231.11	223.51	214.49	199.01	193.56	206.86	183.38	176.89
B Business	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
E Educational	222.69	214.99	208.81	199.81	186.17	176.74	192.93	162.78	157.80
F-1 Factory and industrial, moderate hazard	125.58	119.68	112.86	108.68	97.37	92.83	104.02	80.23	75.34
F-2 Factory and industrial, low hazard	124.58	118.68	112.86	107.68	97.37	91.83	103.02	80.23	74.34
H-1 High Hazard, explosives	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	N.P.
H234 High Hazard	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	67.37
H-5 HPM	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
I-1 Institutional, supervised environment	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
I-2 Institutional, hospitals	355.95	348.21	341.39	331.67	314.48	N.P.	324.26	293.82	N.P.
I-2 Institutional, nursing homes	247.27	239.53	232.71	222.99	207.36	N.P.	215.58	186.70	N.P.
I-3 Institutional, restrained	241.59	233.85	227.03	217.31	202.46	194.97	209.90	181.80	173.00
I-4 Institutional, day care facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
M Mercantile	153.55	147.41	141.50	134.53	123.48	119.63	127.88	106.75	102.31
R-1 Residential, hotels	213.59	206.35	200.28	192.29	176.78	171.95	192.54	158.70	154.00
R-2 Residential, multiple family	179.04	171.80	165.73	157.74	143.25	138.43	157.99	125.18	120.47
R-3 Residential, one- and two-family ^d	166.68	162.17	157.99	154.10	149.61	144.19	151.48	138.79	130.58
R-4 Residential, care/assisted living facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
S-1 Storage, moderate hazard	116.37	110.47	103.65	99.47	88.40	83.87	94.81	71.27	66.37
S-2 Storage, low hazard	115.37	109.47	103.65	98.47	88.40	82.87	93.81	71.27	65.37
U Utility, miscellaneous	89.90	84.75	79.27	75.71	67.97	63.50	72.24	53.83	51.28

- a. Private Garages use Utility, miscellaneous
b. For shell only buildings deduct 20 percent
c. N.P. = not permitted
d. Unfinished basements (Group R-3) = \$23.20 per sq. ft.

Fees Collected for Other Entities or Departments

ITEM	FEE
Heber Valley Special Service District (HVSSD) - Impact Fee	\$4,190.00
Midway Sanitation District (MSD) - Lateral Inspection Fee	\$100.00
Midway Sanitation District - Sewer Impact Fee	\$2,450.00
Park Impact Fee	\$1,000.00
Public Facilities Deposit	\$1,750.00
Trails Impact Fee	\$806.00
Transportation Impact Fee	\$2,750.00
Water Impact Fee (3/4" meter)	\$2,300.00
Water Impact Fee (1" meter)	\$3,833.00
Water Impact Fee (1.5" meter)	\$7,667.00
Water Impact Fee (2" meter)	\$12,267.00

Water Impact Fee (3" meter)	\$26,833.00
Water Impact Fee (4" meter)	\$76,667.00
The impact fee for meter sizes greater than 4.0 inches shall be determined by the City Engineer on a case-by-case basis.	
Water Meter Installation	\$50.00
WATTS - Line Extension Fee	\$1,500.00

BUILDINGS

ITEM		FEE		
		RESIDENT	NON-RESIDENT	FILMING
Town Hall – Large Hall / Stage / Kitchen	Cleaning / Damage Deposit (Regular One Day Events)	\$1,000	\$1,000	N/A
	Cleaning / Damage Deposit (Weddings, Multi-Day Events, Filming, and Large Events (250+ People))	\$1,500	\$1,500	\$1,500
	Monday - Thursday	\$350 per day	\$550 per day	\$1,500 per day
	Friday – Saturday	\$550 per day	\$1,500 per day	\$2,500 per day
	Set-Up Day	\$125	\$250	\$1,500
	Take-Down Day	\$125	\$250	\$1,500
Community Center – Large Hall / Stage / Kitchen	Cleaning / Damage Deposit (Regular One Day Events)	\$500	\$500	N/A
	Cleaning / Damage Deposit (Multi-Day Events and Filming)	\$1,000	\$1,000	\$1,000
	Monday – Thursday	\$250 per day	\$450 per day	\$800 per day
	Friday – Saturday	\$400 per day	\$800 per day	\$1,500 per day
	Set-Up Day	\$100	\$200	\$800
	Take-Down Day	\$100	\$200	\$800
Community Center – Conference Room	Damage / Cleaning Deposit	\$200	\$200	\$200
	Monday – Thursday	\$50 per day	\$150 per day	\$200 per day
	Friday – Saturday	\$100 per day	\$200 per day	\$200 per day

CEMETERY

ITEM		FEE
Administrative Fee (Replace Burial Rights Certificate, Research, Etc.)		\$50
After Hours Charge ⁵		\$200 / Hour
Burial Plot (Cremation, Infant, Single, Stacked) ⁴	Primary Resident ¹	\$1,000
	Primary Wasatch County Resident ²	\$1,500
	Non-Resident, Non-Primary Resident ³	\$5,000
Cremation Niche (Rows 1 and 2)	Primary Resident ¹	\$750
	Primary Wasatch County Resident ²	\$1,000
	Non-Resident, Non-Primary Resident ³	\$1,500

Cremation Niche (Rows 3 and 4)	Primary Resident ¹	\$550
	Primary Wasatch County Resident ²	\$1,100
	Non-Resident, Non-Primary Resident ³	\$1,650
Cremation Vault		\$300
Disinterment (Adult)		\$2,000
Disinterment (Infant / Cremation)		\$500
Interment (Plot - Adult)		\$1,150
Interment (Cremation Niche)		\$150
Interment (Plot - Infant / Cremation)		\$500
Headstone Placement, Removal, or Inspection		\$100
Transfer of Ownership		\$100
¹ Classified as a person whose primary residence is located within the 84049 zip code. May purchase a maximum of four burial plots.		
² Classified as a person whose primary residence is located within Wasatch County. May purchase a maximum of two burial plots.		
³ Classified as a person whose primary residence is outside of Wasatch County. May purchase a maximum of two burial plots.		
⁴ A total of one single adult, two stacked adults, six separate cremated remains, or four infants may be buried on the plot.		
⁵ For Interments and disinterment after 3:00 p.m.		
Gravesites purchased previously for which no perpetual care assessment was paid will be charged an addition 60% of the opening and closing fee at the time of burial.		

ENGINEERING

ITEM	FEE
Engineering Construction Deposit	\$2,000 minimum or 5% of the entire estimate of the construction cost including contingency as determined by the City Engineer, whichever is greater*
* If the amount in the deposit is depleted down to ¼ of the initial amount then all work is put on hold. The hold is in place until the funds are increased to the initial deposit amount or an amount less than the initial amount. This possible lesser amount will be determined by staff based on the project's level of completion.	

PARKS

ITEM	FEE
Pavilions – Centennial Park, Hamlet Park (North), Hamlet Park (South), Valais Park (East), Valais Park (West)	Resident/non-resident \$25/day
Pavilion – Town Square	Deposit \$250 (Refundable)
	Resident \$50/day
	Non-Resident \$100/day
Centennial or Hamlet Parks (With Vendors, Includes Pavilions)	Deposit (Security/Damage) \$500 (Refundable)*

	Resident/non-resident	\$150/day
Town Square (Without Vendors)	Resident	\$100/day
	Non-Resident	\$200/day
Town Square (With Vendors, Includes Pavilion)	Deposit (Security/Damage)	\$500 (Refundable)*
	Resident/non-resident	\$250/day
* Required and must be paid within 24 hours of the event.		

PLANNING AND ZONING

ITEM		FEE
Administrative Decision Appeals		\$100
Annexation	Application	\$1,000 (5 acres or less) or \$200/acre (Over 5 acres).
	Legal and Engineering Review Deposit	\$100/acre* (\$1,000 minimum and \$10,000 maximum).
Annexation Agreement Amendment	Application	\$1,000 + \$100/lot or unit that is amended
	Legal and Engineering Review Deposit	\$1,000*
Board of Adjustment Application Fee/Variance		\$500 + \$.50 per letter + Costs
Business Licenses	Business/Event License - Swiss Days/Swiss Christmas	\$3,000.00
	Business License	\$65.00
	Temporary Business License	\$65.00
	Festival Market Business License Application Fee	\$50.00
	Festival Market Business License - 3rd Party Vendor Fee (Paid by the business owner for each 3rd party vendor). For the Thursday, Friday, or Saturday of the Labor Day Weekend commonly falling the last week of August or the first week of September each year.	\$50/day
	Festival Market Business License - 3rd Party Vendor Fee (Paid by the business owner for each 3rd party vendor). For all days except the Thursday, Friday, or Saturday of the Labor Day Weekend commonly falling the last week of August or the first week of September each year.	\$5/day
	Food Truck Business License - Per Occurrence (Paid by sponsoring business) or	\$50.00
	Food Truck Business License - Yearly (Paid by sponsoring business)	\$200.00
	Restaurant Business License	\$115.00
	Commercial Retail License for store 5,000+ square feet of floor space	\$165.00
	Hotel Business License \$3.00 per unit – Minimum of \$75 and Maximum of \$400	\$75 - \$400
	Class A Beer License	\$450.00
	Class B Beer License	\$450.00

	Class C Beer License	\$550.00
	Solicitor License	\$65.00 + \$1,000 bond
	Late Fee on Unpaid Business Licenses up to 30 days late	\$0.50
	License Fee + 100% late fee on unpaid licenses Over 30 days but less than 6 months	\$1.00
	Unpaid licenses over six months – Businesses must reapply, pay required fees, and obtain new inspections	\$65.00
	Special Event Application Fee	\$75.00
	Special Event Recurring Fee - per each instance of a Special Event	\$50.00
	Special Event Liquor License	\$100.00
	Transient Rental Inspection Trip Fee	\$30.00
	Transient Lodging Unit Rental	\$100.00
	Transient Lodging Unit Rental - Condominium Hotel ("Hotel" in plat title and no kitchen facilities)	\$15.00
Conditional Use Permit	Application	\$500 + \$.50 per letter + Costs
	Legal and Engineering Review Deposit	\$1,000* (Required at staff's discretion)
Development Agreement Amendment	Application	\$1,000 + \$100/lot or unit that is amended
	Legal and Engineering Review Deposit	\$1,000*
Development Review Committee (DRC)	To be subtracted from preliminary application once submitted for review	\$100.00
Disconnection	Application	\$500 (5 acres or less) or \$100/acre (Over 5 acres).
	Legal and Engineering Review Deposit	\$50/acre* (\$500 minimum and \$5,000 maximum).
General Plan Amendment		\$1,000 + Costs
Historic Building Permit		\$200 + Costs
Land Use Reviews by City Council (Miscellaneous)	Application	\$100.00
	Legal and Engineering Review Deposit	\$500* (Required at staff's discretion)
Land Use Verification		\$100.00
Lot Boundary Adjustment		\$100.00
Lot of Record Determination		\$300.00
Master Plan Amendment	Application	\$1,000 + \$100/lot or unit that is amended
	Legal and Engineering Review Deposit	\$1,000*
Miscellaneous Services (Waived for entities with a 501(C)(3) designation)		\$100 + Costs
Parking Stall Lease (Public)		\$250/annually (Prorated for first year)
Phased Development Planning**	Concept	\$500/meeting
	Master Plan Review	\$1,000 minimum or \$100/lot or unit
	Legal and Engineering Review Deposit (Master Plan Review)	Master Plan Review - \$2,000 minimum or \$400/lot or unit whichever is greater - \$20,000 maximum*
Plat Amendment	Application	\$250 + \$.50 per letter + Costs

	Legal and Engineering Review Deposit	\$1,000* (Required at staff's discretion)
Pre-Application Meeting		\$75/hr. after the first hour (Required at staff's discretion)
Plat Approval Extension	For each year extension is requested	\$150.00
Profession Review Deposit	Required for any application that requires legal and engineering review (unspent deposit funds)	\$500 unless determined differently by staff*
Residential Treatment Facilities and Elderly Care Facilities	Application	\$2,000
	Legal and Engineering Review Deposit	\$1,000*
Residential Treatment Facilities and Elderly Care Facilities (Special Accommodations)	Application	\$2,000
	Legal and Engineering Review Deposit	\$1,000*
Resort Planning**	Concept	\$500/meeting
	Master Plan Review	\$20,000 minimum or \$100/EU whichever is greater
	Legal and Engineering Review Deposit (Master Plan Review)	\$20,000 or \$100/EU whichever is greater*
	Legal and Engineering Review Deposit (Preliminary)	\$2,000 minimum or \$400/lot or unit whichever is greater - \$20,000 maximum*
	Legal and Engineering Review Deposit (Final)	\$2,000 minimum or 400/lot or unit whichever is greater* - only if staff determines it is necessary based on funds that remain in account after preliminary
Sewer Board Fees / unit or lot for preliminary		\$30.00
Sewer Board Fees / unit or lot for final		\$15.00
Signs	Permit	\$50.00
	Fine/Retrieval Fee for Illegally Placed Signs	\$25.00
Site Plans		\$600.00 or \$150.00 per unit/unit, whichever is greater
Site Plans: Amendment Application Fee	Application fee for site plan amendment approval.	\$300.00
Site Plans: Application Fee	Application fee for site plan approval.	\$300.00
Site Plans with Units: Application Fee Per Unit/Lot	Per unit/lot application fee for site plan approval.	\$150.00
Site Plans with Units: Base Application Fee	Base application fee for site plan approval, if greater than per unit/lot fee.	\$600.00
Special Use Permit	Application	\$1,000 + \$.50 per letter + Costs
	Legal and Engineering Review Deposit	\$5,000* (Required at staff's discretion)
Subdivision Planning (No new roads)	Preliminary	\$300/lot or unit
	Final	\$150/lot or unit
	Legal and Engineering Review Deposit (Preliminary)	\$500 minimum or \$200/lot or unit whichever is greater*
	Legal and Engineering Review Deposit (Final)	\$500 minimum or \$200/lot or unit whichever is greater* - only if staff determines it is necessary based on funds that remain in account after preliminary
	Concept	\$500/meeting

Subdivision Planning (New roads)	Preliminary	\$300/lot or unit
	Final	\$100/lot or unit
	Legal and Engineering Review Deposit (Preliminary)	\$2,000 minimum or \$400/lot or unit whichever is greater* - \$20,000 maximum
	Legal and Engineering Review Deposit (Final)	\$2,000 minimum or 400/lot or unit whichever is greater* - only if staff determines it is necessary based on funds that remain in account after preliminary
Town Architect		\$200/hr. (2 hours maximum)
Zone Compliance		\$100
Zone Text Change Request	Application fee for zone text change request.	\$1,000.00 plus legal and/or technical fees incurred by the City to service the application
Zoning Change Request	Application fee for zoning change request up to one acre, plus 250.00 per acre	\$400.00, up to one acre, plus \$250. per acre beyond one acre
Zoning Map		\$3.00
* If the amount in the deposit is depleted down to ¼ of the initial amount then all review is put on hold. The hold is in place until the funds are increased to the initial deposit amount or an amount less than the initial amount. This possible lesser amount will be determined by staff based on the project's level of completion. Prior to recording payment of fees must be current.		
** Each phase then must be processed through the Preliminary and Final approval process as listed in the Subdivision (new roads) section of this chart.		

PUBLIC SAFETY

ITEM		FEE
Dog Licenses (All fees collected are paid quarterly to Heber City)	Traditional (Not spayed or neutered; per dog; non-transferable)	\$25/year
	Traditional (Spayed or neutered; per dog; non-transferable)	\$20/year
	Lifetime (Spayed or neutered; per dog; non-transferable)	\$40
	Lifetime (Not spayed or neutered; per dog; non-transferable)	\$60
	Lifetime licenses are good for 3 years or when the rabies shot expires. At the time proof of rabies needs to be brought in and a new tag will be issued for \$5. If this tag is purchased, they will be able to renew the license when the dog is vaccinated instead of needing to do it yearly.	

PUBLIC WORKS / USE OF EQUIPMENT

(1 employee supplied with equipment unless otherwise specified)

ITEM	FEE
1 Ton Truck w/dump	\$46.70
Air Compressor	\$38.55
Application Fee	\$50.00
Backhoe - Includes One Employee	\$75.00
Bucket Truck	\$114.00

Cleaning Services	\$31.00/hr.
Code Enforcement	\$31.00/hr.
Generator	\$15.00
Ground Crew	\$31.00/hr.
Hydraulic Truck	\$55.50
Mini-Excavator	\$75.00
Misc. Vehicle	\$70.00
Personnel	\$31.00/hr.
Pressure Washing	\$40.00
Pressure Washing - Pre-Event - Includes One Employee	\$40.00
Restroom Cleaning	\$15.00
RTV	\$70.00
Set Up and Take Down of Load Zones	\$31.00/hr.
Small Loader	\$66.10
Snow Blower Attachment	\$131.55
Snowplow	\$96.30
Street Mechanical Sweeper	\$137.50
Street Mechanical Sweeper - Pre-Event	\$137.50
Street Vacuum Sweeper	\$137.50
Street Vacuum Sweeper - Pre-Event	\$137.50
Traffic Control Candles/Each/Per Day	\$0.60
Traffic Control Cones/Each/Per Day	\$0.60
Traffic Control Sign Stands/Each/Per Day	\$2.50
Traffic Control Signs/Each/Per Day	\$1.50
Trash Bags	\$1.00
Trash Removal	\$31.00/hr.
Trash Removal on City Property	\$31.00/hr.
Vacuum Trailer - Includes Two Employees	102.00/hr.

TAXES

ITEM	FEE
Franchise Fees	Determined by agreement
Highway Sales & Use Tax	0.30%
Municipal Energy Sales & Use Tax	6.00%
Municipal Sales & Use Tax	1.00%
Municipal Telecommunications License Tax	3.50%
Municipal Transient Room Tax	1.00%
Property Tax	Established annually
Resort Communities Sales & Use Tax	1.10%

WATER

Meter Size (Inches)	Allowed Usage (Gallons/Month)	Rate	Overage	
			0 – 5,000 gallons	5,000+ gallons
¾	10,000	\$28	\$3.73 per 1,000 gallons	\$4.67 per 1,000 gallons
1	20,000	\$56		
1 ½	40,000	\$112		
2	70,000	\$196		
3	160,000	\$448		
4	300,000	\$840		
6	640,000	\$1,792		

ITEM		FEE
CF	IRRIGATION CONVERSION FEE - assessed by Midway Irrigation. Fee is collected & passed through to Midway Irrigation.	
Connection Fee	¾ inch meter	\$1,300
	1 inch meter	\$1,600
	1 ½ inch meter	\$3,200
	2 inch meter	\$3,600
	Other sizes based on actual cost	
Connection Petition	Application	\$250
	Legal and Engineering Review Deposit	\$500 *
Excavation Permit	Administrative, Engineering, and Inspections (Includes 4 inspections)	\$500
Fire Hydrant Use	Deposit	\$2,000
	Rental charged for using fire hydrant, valve, and meter (6 days per week)	\$10/day
	Charge for water used	\$0.02/gallon
MC	METER COST - set by ordinance based on Meter Size	
PB	PRIOR BALANCE	
PF – Alpenhof	PUMPING FEE - Operating & Maintenance costs	\$8/month
PF – Homestead Zone	PUMPING FEE - Operating & Maintenance costs	\$3/month
Re-Connection Fee	To resume service after first termination	\$25
	To resume service after second or subsequent terminations	\$400
System Enhancement Fee	One-time cost for Water System Development (Transportation, Treatment and Storage)	\$11,500
WA	WATER - fee set by ordinance	
Water Board – Application Fee		\$25/unit or lot
Water Lease	Annual Cost	\$400/year
WL	WATER LEASE per lease agreement	

* If the amount in the deposit is depleted down to ¼ of the initial amount then all review is put on hold. The hold is in place until the funds are increased to the initial deposit amount or an amount less than the initial amount. This possible lesser amount will be determined by staff based on the project's level of completion. Prior to recording payment of fees must be current.