



**STATE OF ALABAMA
DEPARTMENT OF FINANCE
REAL PROPERTY MANAGEMENT
Division of Construction Management**



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TO: OWNERS, ARCHITECTS, ENGINEERS AND CONTRACTORS

FROM: MICKEY ALLEN, ASSISTANT FINANCE DIRECTOR *M. Allen*
ALABAMA REAL PROPERTY MANAGEMENT

FRANK BARNES, DIRECTOR *Frank Barnes*
ALABAMA DIVISION OF CONSTRUCTION MANAGEMENT (DCM)

RE: MEMO ON CHANGES TO ADMINISTRATIVE CODE 355-16-1: COLLECTION OF USER FEES

On September 19, 2019 a Public Notice of Intended Action concerning Collection of User Fees was filed with the Alabama Legislative Services Agency and published in the November 2019 issue of Alabama Administrative Monthly. The amended Administrative Code 355-16-1: Collection of User Fees became effective on January 13, 2020 and includes technical corrections and clarification for taxpayer guidance, the addition of new fees and updated guidance for payment methods. The full text of Administrative Code 355-16-1 is available at www.dcm.alabama.gov/bulletins.aspx and www.alabamaadministrativecode.state.al.us/docs/fin/355-16-1.pdf.

Administrative Code 355-16-1 Summary of Changes:

- The previous Final Plan Review Fee has been renamed Basic Plan Review Fee.
- In addition to the Schematic, Preliminary, and Final Review Submittals, the Owner may request an Optional 65% Intermediate Review to include all systems of the project at a point that is less than 100% complete. The additional fee for this service is 65% of the Basic Plan Review Fee.
- Added guidance for changes to plans for rebid or a significant revision in the scope of work. These submittals may incur an additional fee, up to the amount of the Basic Plan Review Fee, based on the reviewers' evaluation of the extent of the changes reviewed.
- Added guidance for projects owned and funded by municipality and county governments.
- The previous Permit Fee has been renamed Basic Permit Fee.
- The previous Contract Document Administration Fee has been renamed Basic Contract Document Administration Fee and includes review of the original submitted document and one revision. When more than one revision is required, an additional fee of \$200.00 will be charged to the design professional for each additional document submittal until the document is executed.
- Added guidance for fee payment methods; all fees may be paid electronically or physically.
- Added guidance for the Final Reconciliation of Fees which recalculates each User Fee based on the actual Construction Cost and will determine the amount due from or refunded to the Owner. Added guidance for actual Construction Cost concerning additive unawarded alternates, change orders and sales-tax credits.
- Clarified where work, for which Division of Construction Management approval is required, is started or proceeds prior to obtaining said approval, the User Fees shall be doubled.