

## ***ON-LINE PAYMENT METHOD BEGINS OCTOBER 1, 2006***

**In an effort to further improve our turn-around time for this industry, we are beginning a new, secure, on-line credit card payment method. As of October 1<sup>st</sup>, 2006, we will no longer require credit card payments to be called in to our fiscal office. (The call-in method will no longer be an option for payment)**

**On October 1<sup>st</sup>, we begin our new Payment by Credit Card, On-Line process which will provide the applicant an immediate payment confirmation (by email) and will also eliminate the 2-3 day delay we've had in moving your application to the "Ready for Review" status. You will access this system by using your ID# & password while making approval application submittals. You will also be able to make on-line payments when additional plan review time has added a "balance due" condition to you project status.**

**We continue to experience delays due to extra staff time spent dealing with hard-copy submittals and check processing. Please use the on-line submittal upload/download process and the on-line payment method we have developed.**

**If we continue to receive hard copy plan submittals and checks for payment, we will have to adjust our fees again to offset the added costs associated with the additional shipping/ mailing costs and handling time for check processing.**

**Thanks for your cooperation.**