



DCAB Plan Review Fee Frequently Asked Questions

Section 103-50, Hawaii Revised Statutes (HRS §103-50) authorizes the Disability and Communication Access Board (DCAB) to charge a fee for plan review services. The following is a list of questions and answers to assist State and county department/agencies and consultants in understanding the plan review fee.

1. When will DCAB start charging a plan review fee?

DCAB will start charging a plan review fee on January 1, 2013. New submittals received on or after January 1, 2013 will be charged the plan review fee. Projects that were initially submitted before January 1, 2013 will not be charged a plan review fee, even when the project's plans and specifications are resubmitted for a plan review after January 1, 2013.

2. What is the plan review fee?

The plan review fee is four-tenths of one percent (0.004) for the first \$500,000 of the estimated construction cost plus two-tenths of one percent (0.002) of the estimated construction costs greater than \$500,000 up to and including \$2,000,000 plus two one-hundredths of one percent (0.0002) of the estimated construction costs over \$2,000,000 except as follows:

- (1) The minimum review fee for plans and specifications subject to accessibility guidelines is \$200;
- (2) DCAB may limit the maximum review fee for plans and specifications for infrastructure projects or projects managed by private nonprofit entities to \$3,000; and
- (3) There is a \$50 review fee for projects with plans and specifications that do not reflect any elements subject to accessibility guidelines.

Examples of calculating the plan review fee:

Estimated construction cost	=	\$250,000
0.004 X \$250,000	=	\$1,000
Plan review fee	=	\$1,000

Estimated construction cost	=	\$1,500,000
0.004 X \$500,000	=	\$2,000
0.002 X \$1,000,000	=	\$2,000
Plan review fee	=	\$4,000

Estimated construction cost	=	\$5,000,000
0.004 X \$500,000	=	\$2,000
0.002 X \$1,500,000	=	\$3,000
0.0002 X \$3,000,000	=	\$600
Plan review fee	=	\$5,600

- 3. When is the plan review fee required?**
The plan review fee must be provided with the initial submittal of plans and specifications.
- 4. Is the entire fee required when the project is initially submitted to DCAB?**
The entire plan review fee must be provided with the initial submittal.
- 5. Who is required to pay the plan review fee?**
The State or county department/agency, design firm/consultant, or entity managing the project can pay the plan review fee.
- 6. What are the acceptable methods of payment?**
Payment can be made by check or journal voucher. Cash and credit card are not acceptable methods of payment.
- 7. Who should the checks be made out to?**
Make checks payable to: Disability and Communication Access Board.
- 8. How will bounced checks be addressed?**
Bounced checks will follow the State policy. State policy requires a \$25 overdraft service fee in addition to the amount of any repayment check. If a check bounces, then the entire submittal will be returned to the State or county department/agency or design consultant. The entire submittal must be picked-up within thirty (30) days.
- 9. Will a receipt be provided?**
DCAB will reply in writing, typically by email, confirming receipt of the construction documents and review fee, appropriateness of the review fee, and acceptance of the construction documents for review. If the person delivering the construction documents and review fee still requests a receipt at the time of delivery, DCAB can provide a receipt.
- 10. What happens to the submittal if the review fee and/or HRS §103-50 Transmittal Form is not provided, incomplete, or incorrect?**
DCAB will reply in writing, typically by email, informing the State or county department/agency and design consultant that the plan review fee and/or HRS §103-50 Transmittal Form was not provided, incomplete, or incorrect. The State or county department/agency or design consultant must address the fee and/or form issues or pick-up the entire submittal within thirty (30) days.
- 11. Is it possible to get a refund?**
Refunds will not be provided. The review fee may be returned with the entire submittal if the State or county department/agency or design consultant withdraws the submittal before the review fee has been processed.
- 12. Who determines the estimated construction cost?**
The State or county department/agency and/or consultant must determine the estimated construction cost.
- 13. Is the estimated construction cost based on the project scope of work that affects accessibility?**
The estimated construction cost is not based on the project scope of work that affects accessibility. The estimated construction cost is based on the entire project scope of work that is covered under HRS §103-50. If the entire project scope of work is covered

under HRS §103-50, then the estimated construction cost is based on the entire project. If a portion of the project scope of work is covered under HRS §103-50, then the estimated construction cost is based on the portion of the project covered under HRS §103-50.

- 14. Is the cost of design fees included as part of the estimated construction cost?**
The cost of design fees is not part of the estimated construction cost. The estimated construction cost is based on construction of the public building, facility, and site.
- 15. Will DCAB verify the estimated construction cost?**
Typically, DCAB will not verify the estimated construction cost. DCAB may question the estimated construction cost if it appears to be grossly under estimated.
- 16. What is an “infrastructure project” for the purposes of determining the review fee?**
For projects covered under HRS §103-50 "Infrastructure" or "infrastructure project" includes water, drainage, sewer, waste disposal and waste treatment systems, roads, and street lighting and projects relating to that infrastructure. Projects with significant work to accessible elements and spaces shall not be considered infrastructure projects. The estimated cost of construction for accessible elements cannot exceed 5% of the total estimated construction cost or \$1,000,000.00, whichever is lower. For this reason, the fee is capped at \$3,000.
- 17. Who determines if a project is an infrastructure project?**
The State or county department/agency managing the project and DCAB will determine if a project is an infrastructure project with minimal work to accessible elements and spaces. If a project appears to be exempt from the full plan review fee, the State or county department/agency should coordinate with DCAB prior to the initial submittal to confirm that the project is an infrastructure project with minimal work to accessible elements and spaces.
- 18. What is a “project managed by a nonprofit entity” for the purposes of determining the review fee?**
For projects covered under HRS §103-50, projects managed by a nonprofit entity include projects that receive State or county funds or federal funds administered by the State or county that are used for the design and/or construction of the building, facility, or site.
- 19. Who determines if a project is managed by a private nonprofit entity?**
The State or county department/agency involved in the project and DCAB will determine if a project is managed by a private nonprofit entity. If a project appears to be exempt from the full plan review fee, the State or county department/agency should coordinate with DCAB prior to the initial submittal to confirm that the project is managed by a private nonprofit entity.
- 20. What is a project with plans and specifications that do not reflect any elements subject to accessibility guidelines (also referred to as a project with “no application” to accessibility guidelines) for the purposes of determining the review fee?**
A project with no application to accessibility guidelines are projects where all work is exempt from accessibility guidelines or projects that do not include work that affects accessible spaces or elements, including but not limited to, machinery equipment repairs and reroofing.

- 21. Who determines if a project has “no application” to accessibility guidelines?**
The State or county department/agency managing the project and DCAB will determine if a project has not application to accessibility guidelines. If the project appears to have no application to accessibility guidelines, the State or county department/agency should coordinate with DCAB prior to the initial submittal to confirm that the project has no application to the accessibility guidelines.
- 22. How is the plan review fee calculated when a project’s plan and specifications are divided into separate packages, such as grading and building? Does a plan review fee apply to each package when it is initially submitted?**
If a project’s plans and specifications are divided into separate packages, a plan review fee will be charged for each package when it is initially submitted for plan review.
- 23. What if specifications were not submitted as part of the initial review but sent with the resubmittal, will an additional fee be charged for the specifications?**
No. If specifications were not submitted as part of the initial review but sent with the resubmittal an additional fee will not be charged to the project.
- 24. Will the plan review fee be adjusted if the project’s estimated construction cost changes (increases due to a change order or decreases due to loss of projected funds)?**
The plan review fee will not be adjusted if the project’s estimated construction cost changes. However, if the entire project changes in scope the plan review fee may change (see next question #25).
- 25. If the project’s scope of work changes, will a plan review fee be charged again?**
Another plan review fee will be charged if the project scope of work changes significantly. The State or county department/agency and DCAB will determine if another plan review fee is required. The additional plan review fee will be based on the entire project’s scope of work covered under HRS §103-50.
- 26. If the estimated construction cost decreases after the initial submittal to DCAB, will a refund be provided?**
Refunds will not be provided.
- 27. Is there a limit to how many times a project can be resubmitted once the plan review fee is paid (i.e., What if it takes 4 times to address all the comments)?**
There is no limit to how many times a project can be resubmitted. The plan review fee is a one-time fee regardless of the number of resubmittals. However, if the project scope of work changes significantly, another plan review fee may be required.
- 28. Is a plan review fee required every time a project is submitted or resubmitted for plan review?**
A plan review fee is not required every time a project is submitted or resubmitted for plan review. The plan review fee is a one-time fee that covers the project’s initial plan review and subsequent resubmittals.
- 29. Will there be a fee for master plan reviews, requests for interpretive opinions, requests for site specific alternate designs, fax/phone/email technical assistance, or other facility access services?**
There is no fee for master plan reviews, requests for interpretive opinions, requests for site specific alternate designs, fax/phone/email technical assistance, or other facility access services.