



# Deferred Impact Fee Program

Rev 10.7.20

**CLARK COUNTY**  
WASHINGTON  
**COMMUNITY DEVELOPMENT**  
PERMIT CENTER

*Working together. Securing your safety. Protecting your investment.*

---

## Process Overview

1. The option to defer impact fees is only applicable to applicants (owner of the property) applying for Single-Family Detached and Attached Residential Construction permits. This program does not apply to LEAN, mobile home, house move, multi-family, or commercial construction.
2. Applicants will be required to submit the following documents at time of building permit application:
  - a) A recorded "AGREEMENT AND COVENANT TO LIEN PROPERTY FOR DEVELOPMENT IMPACT FEES" (Lien) document.
  - b) Document indicating they have signatory authority such as Articles of Incorporation or documentation from the Secretary of State.
  - c) Copy of the most recent recorded deed related to the property.
3. All costs associated with filing, recording and removing of the document will be borne by the applicant.
  - a) Cost for recording is \$103.50 for the first page plus \$1 for each additional page
  - b) Cost for removal is \$103.50 for the first page plus \$1 for each additional page
4. Applicants can defer up to 20 lots per calendar year.
  - a) For contractors, the contractor license number will be used to track and determine the number of deferred submittals for each year
  - b) For non-contractors, the Parcel Owner(s) name will be used to track and determine the number of deferred submittals for each year
  - c) A separate recorded covenant / lien document will be required for each lot.
5. If your Preliminary Plat is vested at time of deferred application:
  - a) Deferred Impact Fee amounts identified on the recorded Lien form are only valid for a period of three years from Preliminary Plat approval date as indicated on the Lien document.
6. **If your Preliminary Plat is no longer vested or you are on a Tax Lot:**
  - a) **Deferred Impact Fee amounts identified on the recorded Lien form are only valid for 30 days or until building permit acceptance, whichever date is sooner.**
7. **Once the Lien document has been recorded, building permit application must be submitted and accepted prior to the date indicated on item 9 "(STAFF TO COMPLETE) The impact fees identified in**

Section 8 are valid until \_\_\_\_\_.” If permit has not been accepted prior to date indicated, a new Lien document must be recorded and submitted.

8. All impact fees must be paid prior to requesting the INS-505 Building Completion inspection or within 18 months of permit issuance, whichever comes first.
9. If impact fees have not been paid prior to 18 months from permit issuance, no further activity (such as, inspections, extensions, amendments, renewals) can occur on the permit until all impact fees have been paid.
10. Customer will be required to take the completed Lien document to the Prosecuting Attorney (third floor) for signature followed by the Joint Lobby for recording (second floor).
11. Once impact fees are paid, the covenant and lien may be removed by the applicant and the Building Completion inspection can be requested

## **Customer steps:**

### **A. Lien Application Process:**

1. Prior to permit application, customer will download (or can be emailed) the Lien form to complete.
2. Schedule an appointment with a Permit Tech in the Permit Center to review/complete the Lien request documentation **before** recordation.
3. Have Owner signature(s) on Lien document notarized
4. Obtain Clark County Prosecuting Attorney signature on the third floor
5. Record the Lien document on the second floor at the Joint Lobby

### **B. Permit Application Process:**

1. At time of building permit application, submit the recorded Lien document and pay all permit application fees
2. Prior to permit issuance, customer shall pay any remaining outstanding permit fees (excluding impact fees)

### **C. Lien Removal Process:**

1. Prior to requesting a final inspection, customer shall pay all outstanding impact fees and schedule an appointment in the Permit Center to complete the “Deferred Impact Fee Lien Release” form.
2. Upon payment of impact fees and completion of Release form, customer shall proceed to the second floor Joint Lobby to have the Lien removed from the property.
3. The recorded Release form must be returned to the Permit Center in order for staff to remove Condition and Parcel tags, which will allow customer to schedule the INS-505 Building Completion inspection.