



Responsible Party Signature and Billing Information Form
Engineering Review Fees

Project Name: _____

Project Address: _____

Per Sapulpa City Ordinance #2697, Engineering Review Fees are non-refundable and are due and payable upon submittal of plans. Plans will not be submitted to reviewing engineer until all fees have been paid. The Responsible Party's information and signature shall be provided with submittals.

The Responsible Party shall pay all costs for engineering review services incurred by City in excess of \$1,000. Such excess costs shall be billed by City and shall be paid by the Responsible Party within thirty (30) days of invoice.

Failure to pay shall result in revocation of building permit, issuance of stop work order and shall constitute a separate violation punishable by Section 1-108 of the Sapulpa City Code.

Responsible Party

Name _____ Company _____

Mailing Address _____

Phone _____ Email _____

Signature _____ Date _____

If Responsible Party is not available for signature, provide the signature of person authorized to designate Responsible Party

Name _____ Company _____

Signature _____ Date _____

Please include the completed and signed form with engineering plans submittal form.

Form Received by _____ Date _____