



Martin J. Chávez, Mayor

### **A Message from the City Planning Department**

The City of Albuquerque is migrating to a new electronic permit system – KIVA. Contractors who do not charge their permits have been receiving permits through this system since the summer of 2008. The City of Albuquerque is now ready to move those contractors who are on the permit fee bond system to the new permit system. This will involve a change in the way that permits fees are paid by the contractor. The permit fee bond system will no longer be an option for paying for permits. The City of Albuquerque will not bill contractors monthly for permits once the new system has been implemented.

There will be two options available to contractors for paying permit fees. The first option is to apply for permits at the Building Safety office at 600 Second Street NW, Suite 190 and to immediately pay for each permit at the Treasury Office in the same building. This is the same procedure that has been in place for many years and there are no changes to this procedure.

The second option, *Direct Pay*, will take the place of the permit fee bond system. This new system will allow contractors that are enrolled in the system to fax permits as before. Permit fees will be deducted from the contractor's checking account once the permit is entered into the system, usually within 48 hours of when the City receives the permit. No permit fee bond is required to participate in this new system. Contractors will no longer be required to maintain a permit fee bond for permits.

In order to participate in the *Direct Pay* system, contractors must go to the Building Safety Offices at 600 Second Street NW, Suite 190 and complete application and authorization forms. A voided blank check will be needed to complete the application. Once the contractor has completed the application process, permits may be faxed to the Building Safety Office and payments will automatically be processed from the contractor's checking or savings account. Permit books will be issued to contractors who were not previously in the permit fee bond system.

Transition to the new system must be completed by **June 1, 2009**. Contractor's who are currently using the permit fee bond system and have not completed an application for the new system by this date will be required to apply and pay for each permit at the Building Safety Offices at 600 Street NW, Suite 190. As of June 1, 2009 monthly permit fee billing will no longer be available. Permits received between April 27, 2009 and the June 1, 2009 deadline will not be put in the hold file but will be charged immediately to the contractors permit fee bond account. Permits in the hold file after the June 1<sup>st</sup> deadline will have to be re-entered into the KIVA system and the contractor will either have to come down to the Building Safety Office and pay for them or be signed up for the new *Direct Pay* system. For more information, please call **505-924-3309**.