

# Pay Applications

Last updated by Andrea Bowman on Mar 24, 2025

A pay application, pay app for short, is a set of documentation outlined in the construction contract depicting the schedule of values for a project along with amounts and percentages of work completed and the how much the contractor should be paid for that work minus retainage. Below is the process for handling pay applications:

1. Project Managers should request a draft or "pencil copy" of an unsigned and unnotarized pay application by the 25th of each month to review prior to finalization.
2. Unless your office has designated Construction Administrators, GHC Project Managers utilize the Administration team to help in reviewing and tracking pay applications. When a Pay Application is received from the contractor, use the link below and fill out the applicable information. The Administration team will input all of the information into their spreadsheet tracker for that project to verify the numbers on the summary page as well as the math on all of the continuation pages. They will contact the Project Manager with any additional questions or to alert them of inconsistencies with the math or formatting. This is a helpful service that allows the Project Manager to focus on the content of the pay application while the Admin team checks for the accuracy of the numbers.

## [Pay Applications Review Form](#)

3. The Project Manager immediately sends the draft pay app to all engineers and consultants to review their scope items. The PM can include additional reference documents such as the most recent GHC field report, contractor's weekly reports, etc. Give engineers and consultants 5-7 days to complete their review and provide any feedback for changes to be considered in the final version.
4. The Project Manager reviews the GHC scope items for completeness and compliance. This includes reviewing supporting documentation for any items listed in the Stored Materials column.
5. The Project Manager review the project requirements for pay applications as written in the specifications and confirms all necessary supporting documentation have been received and are acceptable per the contract language.
6. Combined design team comments (GHC + engineers/consultants) are communicated to the

contractor with revisions (if needed) to be implemented into the final signed and notarized (if required) copy.

7. Once the final version of the pay application is received and the PM has verified that the necessary updates, signature and notarization is included, the PM resends the document to the Administration team for final checks via the link above. Once verified, the Administration team will send the PM the complete pay application with our standard GHC cover letter attached for final signature.

- The Project Manager can sign the pay application if they are licensed in the same state as the project. If the PM is not licensed in that state then the Office Leader (if they are licensed appropriately) can sign for them. The final option is for the Principal in Charge to sign pay app.
- The Project Manager can sign the cover sheet regardless of licensure.

8. The Project Manager can return the fully executed (signed) pay application package to the Administration team for distribution to the ownership, contractor, and project manager team. Depending on the project, the PM can perform the final distribution themselves. The goal is to distribute the final executed version by no later than the 7th of the following month.