

Proposed Fee Schedule Amendment

BUILDING PERMIT FEES: 2025-01-02 – I am proposing that we adopt the Building Permit Fee Schedule and methodology as proposed.

Building Permit Fees		
Base Fee	Applies to all permits. Base fee includes up to 2 hours of structural plan review as well as file processing, scheduling inspections, and other administrative time.	\$160
Structural Review	Additional structural review beyond 2 hours of time is billed hourly (15-min increments).	\$45/hour
Site Plan Review	When site plan review is required, it is billed at the Planner’s current hourly rate (15-min increments). (Site plan reviews typically take 15-30 minutes).	\$150/hour
Inspections	Inspection cost is based on the inspector’s hourly rate and includes travel time. Applicant is only charged for the inspections required for their project.	
	Temporary Electric	\$45
	Footing	\$45
	Under Slab	\$45
	Foundation	\$45
	Rough-in Full (HVAC, plumbing, electric, framing)	\$90
	Rough-in Single Trade	\$45
	Insulation and Energy Efficiency	\$70
	Final	\$45
	Final requiring Certificate of Occupancy	\$90
Reinspection Fee & Additional Inspections	The cost of the applicable inspection will be assessed for re-inspections and when additional unanticipated inspections are required. Fees are to be paid prior to receiving the Certificate of Occupancy or before the inspector will be dispatched to perform the reinspection, whichever is applicable.	
Electrical Upgrade	<i>(unchanged)</i> Electrical service upgrade only	\$65
Signs	\$100 plus required inspections	
Demolition	<i>(unchanged)</i> Permit involving the review of utility/septic/well disconnections	\$100
FINE – Starting Work Without Permit	<i>(unchanged)</i> 1X the permit fee (this is in addition to the cost of the permit itself)	
FINE – Construction Error requiring Variance	<i>(unchanged)</i> 5X the permit fee (this is in addition to the cost of the Variance application fee)	

Logistics: A fee worksheet will be used to calculate the applicable permit fee. The worksheet will be itemized (like the above table) so that the applicant understands how fees are assessed as well as the type and quantity of inspections required for the particular type of structure.

Example of Typical Fees: new home - \$618, Pole barn with electricity - \$333; Interior remodel - \$340; Residential addition (bedroom with ensuite bathroom) - \$535.

APC/BZA APPLICATION FEES: 2025-01-02 – For gradual incremental increase purposes, I am proposing that we adopt the APC/BZA Fee Schedule and methodology at the 50% rate (as shown in red) and revisit again at the end of the year to see how things are affected.

A couple of things to keep in mind in the interim:

- We have reduced the cost for public notifications by switching from certified mail to certificate of mailing (approx 50% savings)
- We are contemplating making ordinance amendments to minimize the need for variances, special exceptions, and minor plat petitions/applications.

APC & BZA Application Fees				
		Current Fee	Actual Time Cost	50% of Actual Time Cost
BZA Petitions	Special Exception, Variance	\$275	\$1,635	\$820
	Special Exception with Minor Residential Subdivision	\$625	\$2,310	\$1,155
	Use Classification requiring BZA Hearing	\$200	\$1,100	\$550
	Appeal of Director’s Decision requiring BZA Hearing	\$50	\$1,100	\$550
APC Petitions	Subdivision Concept Plan	\$200	\$1,595	\$800
	Subdivision – Primary Plat	\$650 + \$120/lot	\$1,895	\$950
	Subdivision – Secondary Plat (or Plat Amendment)		\$2,785	\$1,400
	Development Plan (or Development Plan Amendment)	\$425	\$2,185	\$1,100
	Zone Map Change	\$500 + \$50/acre	\$2,045	\$1,025
	Zone Map Change & PUD District Ordinance	\$1,000 + \$20/acre	\$3,545	\$1,775

Inclusions: Fees are based on Planner/Staff hourly rates (\$150/\$25) and include...

- Planner/Staff time associated with pre-application discussions and processing the application.
- Planner time associated with reviewing the petition in detail in preparation for the TAC meeting.
- Planner time associated with attending the TAC meeting.
- Planner/Staff time associated with preparing PC/BZA Agenda and Staff Report.
- Planner/Staff time associated with attending PC/BZA meeting and Commissioner meeting where applicable.
- Cost of on-site notice placard (\$10).
- Planner/Staff time associated with issuing addresses.
- Planner time associated with coordinating GIS mapping and data entry.
- APC/BZA member compensation (\$55/member/meeting).