



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 4k

Title:

Recommendation to approve an amendment to Title 15 of the City Code for Building Permit Fees

Presenter:

Allen Fennell, Building & Code Enforcement Manager

Meeting: Planning & Development Committee

Date: March 14, 2022

Proposed Cost:

Budgeted Amount:

Not Budgeted:

Executive Summary (*if not budgeted please explain*):

Background:

The Building and Code Enforcement Division in Community Development offsets its operating costs for building permits and inspection services through construction permit fees. Approximately every 3 to 4 years, staff reviews the fee structure in relation to the services that the Division provides to determine if adjustments are necessary. The last update took effect in January 2018 (with increases phased in through January 2020).

Permit fees are based on administrative costs to process submittals, review plans, and conduct inspections for a particular type of project. Staff reviewed all permit types and identified where the current fees were lower than the City’s actual costs. This year, we also included a nominal amount for engineering review. In-house engineering reviews are now conducted by Development Engineering staff for many smaller permit projects, in part to comply with the County stormwater ordinance.

Note the Building and Code Enforcement office provides no fee services to customers/applicants, including: project consultations, meetings with city review staff, code enforcement services, and on-site BASE visits (Building Assessment and Safety Evaluations), which are a valuable tool to assist new businesses looking for locations in St. Charles.

For FY 2020-2021, permit fees covered approximately 72% of Building & Code Enforcement’s budget.

Proposal:

- Fee increases are proposed where there is a discrepancy between costs and fees.
- The fee schedule is more progressive based on cost and complexity of a project.
- Some fee calculation formulas are changing to simplify administration.
- Certain minor residential permit types are kept at a low cost in order to encourage homeowners or contractors to apply for permits (including fences, windows, small appliance permits)
- Fee increases would be effective May 1, 2022.

Staff verified that the City’s proposed fees are within the average range of other comparable communities.

Staff is not recommending a phased implementation of fee increases- This is complicated from an administrative standpoint, and results in the fees continually lagging behind costs.

Attachments (*please list*):

Table of Permit fees- Current vs. Proposed, Table of Permit Fee Calculations

Recommendation/Suggested Action (*briefly explain*):

Recommendation to approve an amendment to Title 15 of the City Code for Building Permit Fees.

Permit Type	Permit Fees - Current	Permit Fees - Proposed
New Commercial Building	Base fee \$375 \$.44 per Sqft for first 10,000 Sqft 10,001 Sqft and on \$.16	No Increase from 2021
Commercial Alteration	Base fee \$375 up to \$4,000 \$4,001 - \$24,000 = \$6.75 per \$1,000	Submittal fee \$375 \$100 for first \$10,000 \$10 every additional \$1,000
Single Family Detached Dwelling	Submittal Fee \$150.00 + \$0.29/ Sq. Ft.	Submittal Fee \$200.00 + \$0.34/Sq. Ft.
Residential Alterations	Submittal Fee \$150.00 + \$100.00 for the first thousand + \$6.00/thousand from \$1,001.00 - \$10,000.00 + \$2.25/thousand from \$10,001.00 to \$25,000.00 + \$1.50/thousand from \$25,001.00 on	Submittal Fee \$200.00 + \$100.00 for the first \$10,000.00 + \$7.00 for every additional \$1,000.00
Residential Additions	Submittal Fee \$150.00 + \$100.00 for the first thousand + \$6.00/thousand from \$1,001.00 - \$10,000.00 + \$2.25/thousand from \$10,001.00 to \$25,000.00 + \$1.50/thousand from \$25,001.00 on	Submittal Fee \$200.00 +0.34 per sq. ft of each level of the building Including-basement, garage & crawl space
Small Appliance Permits – furnaces, air conditioning, water heaters	\$35.00	\$40.00
Large Appliance Permits – Roof Top Units, Large Equipment, Hot Tubs, Generators	\$240.00	\$250.00
Decks, Gazebos, Pergolas, Patios	\$125.00	\$125.00
Demolition - Residential	\$340.00	\$350.00
Demolition – Commercial/Industrial	\$460.00	\$460.00
Demolition – Partial	\$60.00	\$100.00
Fences	\$85.00	\$85.00

Permit Type	Permit Fee- Current	Permit Fee- Proposed
Partial Fences & Repairs	\$30.00	\$30.00
Detached Garages & Accessory Structures	\$140.00	\$300.00
Attached Garages	\$225.00	\$400.00
Outdoor Sales, Temporary Tents, Trailers	\$85.00	\$100.00
Commercial Parking Lot – Replace or Rebuild 50,000 sq ft	\$210.00	\$150 Fee + \$3.00 per 1000 sq. ft
Commercial Parking Lot – Grind & Overlay \$10,000 sq ft	\$130.00	\$150 Fee + \$1.50 per 1000 sq. ft
Re-roofs, Residential	\$60.00	\$60.00
Re-roofs, Commercial	\$100.00	\$100.00
Driveways – Private & Right of Way	\$80.00	\$80.00
Street Cut	\$90.00	\$90.00
Sewer/Water Repair or Replacement	\$90.00	\$100.00
Sheds – up to 200 sq. ft	\$90.00	\$90.00
Siding, Soffit, Fascia	\$65.00	\$65.00
Sign – Permanent Illuminated	\$100 base + 2.25/sq ft	\$125.00 base + 2.25/sq. ft
Sign – Permanent Non-Illuminated	\$100 base	\$100 base + 1.50/sq. ft
Sign Temporary	\$45.00	\$55.00
Swimming Pool In-Ground	\$300.00	\$400.00
Swimming Pool Above Ground	\$100.00	\$200.00
Window & Door Replacements	\$55.00	\$55.00
Flatwork – New Fee		\$55.00
Small Plumbing or Electrical	\$45.00	\$80.00
Lawn Irrigation Systems	\$115.00	\$115.00
Low Voltage Installations – lighting, fountains, light poles	\$95.00	\$100.00
Donation Boxes	\$55.00	\$55.00
Kiosks – Commercial	\$55.00	55.00

Permit Type	Permit Fee- Current	Permit Fee- Proposed
Unlisted Permit Types	\$40.00/Inspection	\$80.00/Inspection
Re-Inspection Fee	\$65.00/Inspection	\$80.00/Inspection
Inspections – Overtime, minimum 2-hour charge	Overtime 1 (OT1) - \$190.00 Overtime 2 (OT2) - \$240.00 Additional hours - \$90.00/hour	Overtime 1 (OT1) - \$190.00 Overtime 2 (OT2) - \$240.00 Additional hours - \$90.00/hour
Consultation for Permitted Projects	After 2 consultations, \$70.00 per consultation	After 1 consultation, \$80.00 per consultation
Landscape Review	Cost of plan review	Cost of plan review
Review of Fire Alarm Plans	\$80.00	\$80.00
Review of Fire Sprinkler Plans	\$80.00	\$80.00
Review of Standpipe systems	\$80.00	\$80.00
Review of Kitchen suppression systems	\$80.00	\$80.00

PERMIT TYPE	PROJECT TYPES	# OF INSPECTIONS BCE + DE	# OF INSPECTION HOURS	PRODUCTIVE MAN HOUR CITY COST	TOTAL COST OF MAN HOURS	ADMINISTRATIVE & BUILDING REVIEW COST	DEV ENGINEERING REVIEW COST	TOTAL CITY COST	BREAKDOWN OF PROPOSED FEE	TOTAL PROPOSED PERMIT FEE	B&CE CURRENT PERMIT FEES	CURRENT FEE/COMMENTS	AVG COMPARABLE COMMUNITIES
Commercial / Non-residential buildings and additions	New Construction Multi-family Commercial additions	20 - 30 Inspections or more based on project	20 - 30	\$76.00	\$1520 - \$2,280	Third party review	\$250	\$1,800 - \$2,500	No Change	No Change		Base fee \$375 \$.44 per Sqft for first 10,000 Sqft 10,001 Sqft and on \$.16	By comparison with comparable communities we are about average. We are not proposing any changes at this time
Commercial Alterations													
						1 HR BUILDING REVIEW \$76/HR 1 HR ADMIM \$60/HR			Submittal fee \$375 \$100 for first \$10,000 \$10 every additional \$1,000			Base fee \$375 up to \$4,000 \$4,001 - \$24,000 = \$6.75 per \$1,000 \$24,001 and up \$3.10 per \$1,000	Communities in the Fox Valley who use cost per \$1,000 Elburn - \$21 per \$1,000 North Aurora - \$16 per \$1,000 Suger Grove - \$10 per \$1,000 Geneva - \$10 per \$1,000
	Remodel (\$20K)	8	4	\$76.00	\$304.00	\$136.00		\$440.00		\$575.00	\$483.00		\$241 - \$695
	Remodel (\$50K)	14	8	\$76.00	\$608.00	\$136.00		\$744.00		\$875.00	\$590.00		\$575 - \$1,079
	Remodel (\$100K)	20	15	\$76.00	\$1140.00	\$136.00		\$1276.00		\$1,375.00	\$745.00		\$1,065 - \$2,150
Single Family Detached													
													Communities who use price per Sqft, \$.44 was the average. This is used as comparison to our proposed fee below
Single Family Detached Dwelling - All floors & garage	New SF House 6024 sq. ft.	21	21	\$76.00	\$1,596.00	\$354.00	\$100.00	\$2,050.00	Submittal fee \$200 \$.34 per sq. ft.	\$2,248.16	\$1,876.96	This does not include other incidental expenses the City incurs	\$2,651.00
Single Family Detached Dwelling all floors & garage	New SF house 5228 sq. ft.	21	21	\$76.00	\$1,596.00	\$354.00	\$100.00	\$2,050.00		\$1,927.52	\$1,646.12		\$2,300.00
Single Family Detached Dwelling all floors & garage	New SF house 4220 sq. ft.	21	21	\$76.00	\$1,596.00	\$354.00	\$100.00	\$2,050.00		\$1,584.80	\$1,353.80		\$1,857.00
Residential Alterations													
						1 HR BUILDING REVIEW \$76/HR 1 HR ADMIM \$60/HR			2022 Submittal fee \$200 \$100 for first \$10,000 \$7 every additional \$1,000			Base fee: \$150.00 For estimated cost of up to \$1,000, \$100 For estimated cost from \$1,001 to \$10,000, \$6.00 for each \$1,000 or fraction thereof. For estimated cost in excess of \$10,001 to \$25,000, \$2.25 for each \$1000 or fraction thereof. \$25,001 on, \$1.50 per \$1,000	Based on the cost of a \$20,000 residential alteration, Of 8 communities who us price per \$1,000 of construction cost, those communities had an average price between \$300 - \$400
	Bath Remodel (\$10K)	5	2	\$76.00	\$152.00	\$136.00		\$288.00		\$300.00	\$304.00		
	Kit/Bath remodel(\$20K)	6	3	\$76.00	\$228.00	\$136.00		\$364.00		\$370.00	\$332.00		
	Kit/Bath Remodel (\$27K)	6	3	\$76.00	\$228.00	\$136.00		\$364.00		\$419.00	\$340.00		
	Kitchen Remodel (\$52K)	7	6	\$76.00	\$456.00	\$136.00		\$592.00		\$594.00	\$378.00		

PERMIT TYPE	PROJECT TYPES	# OF INSPECTIONS	# OF INSPECTION HOURS	PRODUCTIVE MAN HOUR CITY COST	CURRENT COST OF MAN HOURS	ADMINISTRATIVE & REVIEW COST	DEV ENGINEERING REVIEW COST	TOTAL COST	PROPOSED FEE	TOTAL PROPOSED PERMIT FEE	B&CE CURRENT PERMIT FEES	CURRENT FEE/COMMENTS	AVG COMPARABLE COMMUNITIES
Residential Additions													
						1 HR BUILDING REVIEW \$76/HR 1 HR ADMIM \$60/HR			Base fee: \$200 \$0.34 cents per sq. ft. of each level of buildings - including - basement, garage, crawl space.			Base fee: \$130.00 \$0.28 cents per sq. ft. of each level of buildings - including - basement, garage, crawl space.	Based on price per sqft. Of 6 communities that use this cost structure the average price is \$.37 per sqft.
	Sunroom 12'x16' (192 sqft)	6	3	\$76.00	\$228.00	\$136.00	\$50.00	\$414.00		\$265.28	\$254.00		
	Deck & Porch (750 sqft)	5	4	\$76.00	\$304.00	\$136.00	\$50.00	\$490.00		\$455.00	\$340.00		
	Second Fl Add. (1,200 sqft)	6	6	\$76.00	\$456.00	\$136.00		\$592.00		\$608.00	\$466.00		
Miscellaneous Permits													
Small Appliance Permits	Furnaces, Hot Water Heaters, Air conditioning	1	0.5		\$38.00	\$15.00		\$53.00		\$40.00	\$35.00	Increased \$5.00	\$60
Large Appliance Permits	Roof Top Units, Large Equipement, Hot tubs	2	2		\$152.00	\$90.00		\$242.00		\$250.00	\$180.00	Increased to cover time and labor costs	N/A
Decks, Gazebos, Pergola, Patio		3	2	\$76.00	\$114	\$35.00	\$50.00	\$199.00		\$125.00	\$125.00	No change	\$150
Demolition	Residential	3	3	\$76.00	\$228.00	\$100.00		\$328.00		\$350.00	\$305.00	BCE, Water, Electric Disconnections	\$275
Demolition	Commercial/Industrial	4	4	\$76.00	\$304.00	\$125.00		\$429.00		\$460.00	\$460.00	BCE, Water, Electric Disconnections	\$500
Partial Demolitions	Garages, Interior Units, etc.	2	1	\$76.00	\$76.00	\$59.00		\$135.00		\$100.00	\$60.00	Increased to cover time and labor costs	N/A
Fences		1	0.5		\$35.00	\$53.00 + \$47.00 County recording Fee		\$135.00		\$85.00	\$85.00	No change	\$75
Partial Fences and Repairs		1	0.5		\$35.00	\$15.00		\$50.00		\$30.00	\$30.00	No change	N/A
Detached Garages and Accesory Structures		5	3	\$76.00	\$190.00	\$60.00	\$50.00	\$300.00		\$300.00	\$140.00	Increased to cover time and labor costs	\$300
Attached Garages		7	3.5	\$76.00	\$266.00	\$60.00	\$50.00	\$376.00		\$400.00	\$225.00	Increased to cover time and labor costs	\$450
Outdoor Sales- Temporary Tents, Trailers		1	0.5		\$38.00	\$47.00		\$85.00		\$100.00	\$85.00	Increased due to review complexity	N/A
Commercial Parking Lot - 10,000 SQFT	Grind & Overlay Existing	1	0.5		\$38.00	\$90.00		\$128.00	\$150 Fee + \$1.50 per 1000 sqft	\$165.00	\$100.00	Increase to cover costs and absorbtion of smaller permit fees	N/A
Commercial Parking Lot - 50,000 SQFT	Replace with new/Rebuild existing	3	1.5		\$80.00	\$114.00		\$194.00	\$150 Fee + \$3.00 per 1000 sqft	\$300.00	\$180.00	Increase to cover costs and absorbtion of smaller permit fees	N/A

PERMIT TYPE	PROJECT TYPES	# OF INSPECTIONS	# OF INSPECTION HOURS	PRODUCTIVE MAN HOUR CITY COST	CURRENT COST OF MAN HOURS	ADMINISTRATIVE & REVIEW COST	DEV ENGINEERING REVIEW COST	TOTAL COST	PROPOSED FEE	TOTAL PROPOSED PERMIT FEE	B&CE CURRENT PERMIT FEES	CURRENT FEE/COMMENTS	AVG COMPARABLE COMMUNITIES
Re-roofs	Residential	1	0.5		\$38.00	\$15.00		\$53.00		\$60.00	\$60.00	No change	\$60
Re-roofs		1	1		\$76.00	\$15.00		\$91.00		\$100.00	\$100.00	No change	\$100
Right of way/Private driveways		2	1		\$70.00	\$15.00		\$85.00		\$80.00	\$80.00	No change	\$110
Street Cut		2	1		\$70.00	\$18.00		\$88.00		\$90.00	\$90.00	No change	N/A
Sewer/Water Repair or Replacement		1	1		\$76.00	\$15.00		\$91.00		\$100.00	\$90.00	Increased \$10	N/A
Sheds	Up to 200 sqft	2	1		\$76.00	\$34.00		\$110.00		\$90.00	\$90.00	No change	\$80
Siding, Soffit, Fascia		1	0.5		\$38.00	\$30.00		\$68.00		\$65.00	\$65.00	No change	\$70
Sign	Permanent Illuminated	1	1		\$76.00	\$15.00		\$91.00	Cost per sqft of gross surface area of each face thereof	\$125 base fee \$2.25 per sqft	\$100 base fee \$2.25 per sqft	Increased base permit fee	N/A
	Permanent Non-Illuminated	1	1		\$76.00	\$15.00		\$91.00	Cost per sqft of gross surface area of each face thereof	\$100 base fee \$1.50 per sqft	\$100 base fee	Added cost per sqft	N/A
	Temporary	1	1		\$34.00	\$15.00		\$49.00		\$55.00	\$45.00	Increased \$10	N/A
Swimming Pool	In-Ground	3	3	\$76.00	\$228.00	\$60.00	\$50.00	\$338.00		\$400.00	\$300.00	Increased \$100	\$300
Swimming Pool	Above-Ground	3	2.5	\$76.00	\$190.00	\$60.00	\$50.00	\$300.00		\$200.00	\$100.00	Increased \$100	\$150
Window(s) & door(s) replacement		1	0.5	\$76.00	\$38.00	\$15.00		\$129.00		\$55.00	\$55.00	No change	\$75
Flatwork		2	1	\$76.00	\$76.00	\$15.00		\$91.00		\$55.00		NEW FEE	
Small Plumbing or Electric Work		2	2	\$76.00	\$152.00	\$30.00		\$258.00		\$80.00	\$45.00	Increase to cover time and labor	\$100.00
Re-inspection fee		1	1	\$76.00	\$76.00	\$31.00		\$183.00		\$80.00	\$65.00	Increase to cover time and labor	\$75.00