

# MEMORANDUM

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: ASSISTANT CITY MANAGER KRISTIN GRASSETH**

**RE: PUBLIC HEARING AND APPROVAL OF RESOLUTION 20-08 ON PROPOSED BUILDING FEE ADJUSTMENT**

**DATE: JULY 1, 2020**

## **RECOMMENDED ACTIONS:**

Conduct public hearing to receive open comments and review written comments.

*Move to approve Resolution NO. 20-08, a Resolution Establishing a fee schedule for building permits.*

## **BACKGROUND INFORMATION**

The building expenditures have exceeded revenues for the past 5 years. As building permit revenues must be used only for building inspection programs by State law, the philosophy has been that the money in “profit” years is used to cover expenses in the lean years. The department’s revenues have been falling short due a decrease in the number of processed permits.

By state law, if the fee increase generates more revenue than is needed for the Department each year, the excess revenues must be held in reserve for future needs or for when building activity is down. The excess revenue may not be used for other City purposes.

These fees have already been evaluated by the Building Codes Division (BCD). The proposed fee schedule is taken from the City of Cannon Beach, which is the most recent north coast jurisdiction that has adjusted building fees. The proposed fees are a combination of new fees and adjusted fees.

It is proposed that the fee increase not go into effect until September 1, 2020 to allow contractors to figure the new fees into their bid proposals. Complete applications (including all plans) submitted to the department prior to September 1<sup>st</sup> would be subject to the current rates.

The expectations and needs of the community for a reliable Building Department, can only be met by adjusting our fees to cover the expenses needed to operate efficiently. Likewise, raising

building permit fees would allow to cover the costs of the building inspection program more closely.

In May 2020, City Council gave permission for the Building Department to open comment period for the proposed fee adjustment of the building fee schedule. The last time building fees had been evaluated was 1998.

Notifications were posted May 28, 2020 on the City's website, BBQ, Facebook notifications, and verbal communication with contractors asking for written comments to be submitted by email to the building department with final comment period commencing in the public hearing set for this evening.

RESOLUTION NO. 20-08

A RESOLUTION ESTABLISHING A FEE SCHEDULE FOR BUILDING PERMITS

WHEREAS, the City of Manzanita has assumed responsibility for plan review and inspection under the CABO One- and Two-Family Dwelling Code and the Oregon Structural Specialty Code; and,

WHEREAS, ORS 455.210 (3)(a) permits a municipality to adopt by regulation such fees as may be necessary and reasonable to provide for the administration and enforcement of provisions of the structural code or One and Two Family Dwelling Code for which the City has assumed responsibility; and,

WHEREAS, the City Council determines that the fees set forth in Exhibit A are reasonable and necessary for the administration and enforcement of said codes; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANZANITA that effective **September 1, 2020**, the City of Manzanita hereby adopts the fee schedule described in Exhibit A attached hereto and by this reference incorporated herein.

PASSED by the City Council and signed by me in authentication of its passage this **8<sup>th</sup> day of July 2020**.

\_\_\_\_\_  
Michael Scott, Mayor

ATTEST:

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Cynthia Alamillo, City Manager/Recorder

**Exhibit A – City of Manzanita Building Permit Fees  
Effective September 1, 2020**

**A. Structural Permit Fees**

Construction values shall include all labor and material but shall exclude the cost of the land. This section covers Residential and Commercial Structural, Commercial Mechanical, Alarm, and Fire Suppression Systems. All structural permits use valuation as determined by the International Code Council Valuation Data Table current as of April 1 of each year, when applicable as per OAR 918-050-0000 and OAR 918-309-0020 through 0070.

Structural Permit Fee table	
Valuation	Fee
\$1 - \$500	\$106.00
\$501 - \$2000	\$106.00 for the first \$500 plus \$3.32 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$25000	\$155.80 for the first \$2000 plus \$13.36 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$460.78 for the first \$25000 plus \$9.95 for each additional \$1000 or fraction thereof, to and including \$100000
\$50001 - \$100000	\$709.53 for the first \$50000 plus \$6.64 for each additional \$1000 or fraction thereof
\$100001 and up	\$1041.53 for the first \$100000 plus \$5.53 for each additional \$1000 or fraction thereof
<i>When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc. – see Structural Permit fees by valuation</i>	
Other Structural Fees	
Structural Plan Review (when applicable)	75% of structural permit fee
Additional Plan Review (when applicable) - hourly	\$106.00, minimum one hour
Fire Life Safety Plan Review (when applicable)	50% of structural permit fee
Each additional inspection, above allowable – per each	\$106.00
Inspections for which no fee is specifically indicated (as required) - hourly	\$106.00, minimum one hour
Inspection outside of normal business hours - hourly	\$106.00, minimum 2 hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$250 minimum
Phased Project Plan Review Fee – in addition to project plan review fees	\$315.00 minimum plus 10% of total project building permits, not to exceed \$1500.00 for each phase. In addition to standard plan review fees.

Structural demolition – complete demolition, not subject to State Surcharge	\$106.00
Structural alteration ( <u>not</u> demo) – partial, soft, interior	See Structural Permit Fee table by valuation, incurs State Surcharge
Structural Minimum Permit Fee	\$106.00

<b>Residential Fire Suppression – Standalone System 13R, fee includes plan review</b> <i>[See Plumbing Fee section for Continuous Loop/Multipurpose System 13D]</i>	
<b>Square Footage of Area to be Covered</b>	<b>Fee</b>
0 – 2000 sq. ft	\$400.00
2001 – 3600 sq. ft	\$500.00
3601 - 7200 sq. ft	\$650.00
7201 sq. ft and greater	\$800.00
<b>Commercial Fire Suppression</b>	See Structural Permit Fee table by valuation
<b>Solar Structural Installation Permits – separate Electrical Permit application may also be required</b>	
Solar Permit – Prescriptive Path System, fee includes plan review	\$250.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails, and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
<b>Investigation Fees - actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.</b>	
Investigation Fee – at cost	actual cost as per the above
Investigation Fee – hourly	\$106.00/hour, minimum one hour
<b>When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per <i>OAR 918-050-0000</i>.</b>	



## B. Manufactured Dwelling Placement Permit Fees

Manufactured Dwelling Placement Fee *	
Single wide	\$202
Double wide	\$404
Triple wide	\$606
Earthquake resistant bracing system (when not part of original dwelling installation)	\$126
State (Cabana) Fee	\$30.00
* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	
-- See Structural schedule by valuation for non-dwelling modular placements	

## C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.
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## D. Mechanical Permit Fees

Residential	Fee – per each appliance
Air conditioner	\$56.00
Air handling unit of up to 10000 cfm	\$41.00
Air handling unit 10001 cfm and over	\$56.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$41.00
Attic or crawl space fans	\$28.00
Chimney/liner/flue/vent	\$45.00
Clothes dryer exhaust	\$41.00
Decorative gas fireplace	\$41.00
Evaporative cooler other than portable	\$73.00
Floor furnace, including vent	\$56.00
Flue vent for water heater or gas fireplace	\$41.00
Furnace – greater than 100000 BTU	\$65.00
Furnace – up to 100000 BTU	\$56.00
Furnace/burner including duct work/vent/liner	\$56.00
Gas or wood fireplace/insert	\$41.00
Gas fuel piping outlets 1 – 4 outlets	\$23.00
Each additional outlet	\$7.00
Heat pump	\$73.00

Hood served by mechanical exhaust, including ducts for hood	\$41.00
Hydronic hot water system	\$56.00
Installation or relocation domestic/type incinerator	\$56.00
Mini split system	\$73.00
Range hood/other kitchen equipment	\$41.00
Suspended heater, recessed wall heater, or floor mounted heater	\$56.00
Ventilation fan connected to single duct	\$28.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$41.00
Water heater	\$56.00
Wood/pellet stove	\$41.00
Other heating/cooling	\$41.00
Other fuel appliance	\$41.00
Other environment exhaust/ventilation	\$41.00
<b>Commercial Mechanical Fees</b>	
	Fee as per Structural Permit Fee table by valuation
<b>Other Mechanical Fees</b>	
Mechanical Plan Review (when applicable)	35% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$106.00, minimum one hour
Reinspection – per each	\$106.00
Each additional inspection, above allowable – per each	\$106.00
Inspections for which no fee is specifically – per each indicated (as required)	\$106.00, minimum one hour
Inspection outside of normal business hours	\$106.00, minimum 2 hours
Investigation fee - Mechanical	See Structural – Investigation Fees
Mechanical Minimum Permit Fee	\$106.00

**E. Plumbing Permit Fees**

<b>Plumbing Permit Fees</b>	
New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>	
One bathroom, one kitchen	\$360.00
Two bathrooms, one kitchen	\$393.00
Three bathrooms, one kitchen	\$443.00
Each additional bathroom > 3 – or – kitchen >1	\$52.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft</i>	\$45.00

<i>included in bathroom/kitchen fee</i>	
<b>Commercial and Non-New Residential</b>	
<b>Site Utilities</b>	<b>Fee</b>
Sanitary Sewer - First 100 feet or less	\$82.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$45.00
Storm – first 100 feet or less	\$82.00
Storm – Each additional 100 feet or fraction thereof	\$45.00
Water – first 100 feet or less	\$82.00
Water – Each additional 100 feet or fraction thereof	\$45.00
<b>Fixtures</b>	<b>Fee – per each</b>
Absorption valve	\$28.00
Backflow preventer	\$56.00
Backwater valve	\$28.00
Catch basin or area drain	\$28.00
Clothes washer	\$28.00
Dishwasher	\$28.00
Drinking fountain	\$28.00
Ejectors/sump pump	\$28.00
Expansion tank	\$28.00
Fixture cap	\$28.00
Floor drain/floor sink/hub drain	\$28.00
Garbage disposal	\$28.00
Hose bib	\$28.00
Ice maker	\$28.00
Primer	\$28.00
Residential fire sprinklers	\$28.00
Sink/basin/lavatory	\$28.00
Stormwater retention/detention tank/facility	\$94.00
Swimming pool piping	\$62.00
Tub/shower/shower pan	\$28.00
Urinal	\$28.00
Water closet	\$28.00
Water heater	\$56.00
Other – plumbing	\$28.00
Alternate potable water heating system	\$65.00
Interceptor/grease trap	\$28.00
Manholes	\$28.00
Roof drain (commercial)	\$56.00
Residential Fire Suppression – Multipurpose/Continuous Loop System 13D, fee includes plan review <i>[See Structural Fee section for Standalone System 13R]</i>	
<b>Square Footage of Area to be Covered</b>	<b>Fee</b>
0 – 2000 sq. ft	\$250.00
2001 – 3600 sq. ft	\$300.00



3601 - 7200 sq. ft	\$350.00
7201 sq. ft and greater	\$400.00
<b>Other Plumbing Fees</b>	
Plumbing Plan Review (when applicable) – commercial	35% of commercial plumbing permit fee
Plumbing Plan Review (when applicable) – residential	35% of residential plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$106.00/hour, minimum one hour
Reinspection – per each	\$106.00/each
Each additional inspection, above allowable – per each	\$106.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$106.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$106.00/hour, minimum 2 hours + mileage
Investigation fee - Plumbing	See Structural – Investigation Fees
Plumbing Minimum Permit Fee – commercial	\$175.00
Plumbing Minimum Permit Fee – residential	\$106.00

#### F. Miscellaneous Permit Fees

<b>Miscellaneous Permit Fees</b>	
Permit Reinstatement fee – expired permits not yet 12 months past their expiration date, as eligible, subject to State Surcharge	Value of the work remaining unfinished or ½ the cost of a new permit, whichever is greater.
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$106.00 1 <sup>st</sup> request \$212.00 2 <sup>nd</sup> request
Expired permits over one year past their expiration	New application with current valuation fees
Expired permits lacking only the final inspection	\$106.00
Copy fees	8 ½ x 11 B&W \$0.25 each Color \$0.50 each 11 x 17 B&W \$0.75 each
Returned Check fee (NSF)	\$25.00
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	1% of building permit fee
Refund processing fee – not subject to State Surcharge	\$25.00
Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources	\$106.00 per hour with a minimum of 50% of standard plan review fee.
Temporary Occupancy, Residential (30-day max)	\$200.00
Temporary Occupancy, Commercial (30-day max)	\$400.00

Change of Use or Change of Occupancy permit fee when no structural work is proposed	\$126.00
<i>Technology Fee</i>	5% of building, mechanical, and plumbing permit fee

