

DATE: August 29, 2024
TO: Nicole Gonzales, Finance Director
FROM: Sara Buizer, Director of Development Services
SUBJECT: FY25 Master Fee Schedule Update

The following items are requested updates to the Master Fee Schedule as they relate to the Building Division.

Building

- a. Deferred Submittal under Miscellaneous Permit Fees – ***Not Calculated by Valuation*** on pg.12, item #7

NEW - Deferred Submittal Fee:

The Building Division previously processed deferred submittals using the existing Miscellaneous Fee or the Revision Fee. To improve the clarity of our fee schedule, the staff propose creating a stand-alone Deferred Submittal permit type. This permit type will be based on one hour, similar to permits for revisions.

- b. Demolition under Miscellaneous Permit Fees – ***Not Calculated by Valuation*** on pg.12, item 8a. and 8b.

NEW - Demolition Permit Fees:

The proposed changes to the demolition permit fees are designed to bring significant benefits. They aim to simplify the process, making it more straightforward for all parties involved. Additionally, they offer a subsidized minor demo permit for homeowners, providing a cost-effective solution for those who need to remove non-permitted accessory structures, such as patio covers or sheds.

The Demolition Permit will now only be used for complete building demolitions for commercial and residential projects. We are proposing a new, simpler fee calculation method. Instead of the complex square footage-based calculation, we suggest a flat rate equivalent to 2 hours of inspector's time for visiting the site. This fee will cover the cost of inspectors verifying the safe disconnection of utilities and assessing the condition of the site, which typically takes around 2 hours.

A new demo permit type, the 'Minor Residential Demo', is also being proposed. This permit is specifically designed to cover the removal of small items from a property, such as patio covers, gazebos, hot tubs, and similar elements. The inspection for this type of permit would typically take 1 hour for an inspector to complete. To encourage compliance among residential properties, this permit is proposed to be subsidized by approximately 50%, based on ½ hour of inspector

time. This new permit type will not only simplify the process for homeowners but also ensure the safe removal of these items.

8.	a. Complete Building Demolition (Commercial / Residential)	\$381	Flat Rate	Hourly plan check fees may apply depending on scope
	b. Minor Residential Demo (removal of patio covers, accessory structures or similar exterior elements. Removal of interior walls requires a residential remodel permit)	\$95	Flat Rate	Hourly plan check fees may apply depending on scope

cc: Sara Buizer, Director of Development Services
Omar Noorzad, City Building Official
Tera Maroney, Management Analyst

DATE: August 29, 2024
TO: Nicole Gonzales, Finance Director
FROM: Sara Buizer, Director of Development Services
SUBJECT: FY25 Master Fee Schedule Update

The following items are requested updates to the Master Fee Schedule as they relate to the Code Enforcement Division.

Code Enforcement

a. Code Enforcement Administration

NEW – Impound and Storage Fees

A new impound fee for merchandise seized from mobile street vendors is a necessary measure to ensure compliance with municipal codes and code enforcement activities. This fee is not merely a punitive action but serves as a crucial component for the recovery of costs incurred by the city during the enforcement process. The fee encompasses the staff time dedicated to the collection, documentation, and transportation of impounded materials. Additionally, it covers the expenses associated with maintaining a secure chain of custody in a secured storage facility. This facility ensures that impounded items are kept in a controlled environment, safeguarding them until they are appropriately retrieved or, if necessary, disposed of. By implementing this fee, the city can recoup the expenditures of enforcing regulations, which ultimately benefits the community by maintaining order and safety in public spaces.

	g. Impound Fee	New	\$448	Includes 3 hours of CE staff time
	h. Storage Fee	New	\$218	Flat rate pallet and handling fee

cc: Sara Buizer, Director of Development Services
Christina Morales, Deputy Director of Development Services
Phillip Nichols, Code Enforcement Manager
Tera Maroney, Management Analyst