

# **TOWN OF PARADISE VALLEY**

**Planning and Engineering Fee Update  
December 15, 2016**



# Overview

- History
- Purpose
- Fees
- Methodology
- Schedule



# History

- Fee schedule derived from Table 1 of 1997 Uniform Building Code (UBC)
- Revised 2002 to change value of SF homes & garages
- Last comprehensive revision in 2008 increased fees by 3.4%



# Purpose

- Recover a portion of the costs associated with the development process
- “Well-designed charges and fees not only reduce the need for additional revenue sources, but promote service efficiency.”  
*GFOA, Establishing Government Charges and Fees*



# Fees

## Planning Department – Building Division

|                                   |                            |
|-----------------------------------|----------------------------|
| Building Permit                   | <i>Town Code §5-1-4</i>    |
| Plumbing Permit                   | <i>Town Code §5-2-2</i>    |
| Mechanical Permit                 | <i>Town Code §5-4-2</i>    |
| Electrical Permit                 | <i>Town Code §5-3-2</i>    |
| Banner Permit                     | <i>Zoning §2510</i>        |
| Building Plan Review              | <i>Town Code §5-1-4</i>    |
| Demolition Permit                 | <i>Town Code §5-10-24</i>  |
| Demolition Haul Permit            | <i>Town Code §5-1-2(B)</i> |
| Building Code Appeal              | <i>IBC §1-1-2</i>          |
| Request for Change of Address Fee |                            |
| Other Inspection fees             |                            |



# Fees

## Engineering Department

|                            |                             |
|----------------------------|-----------------------------|
| Grading                    | <i>Town Code §5-1-4</i>     |
| Right of Way Construction  | <i>Town Code §5-5-2</i>     |
| Haul Permit Fees           | <i>Town Code §5-1-4 (B)</i> |
| Engineering Plan Review    |                             |
| Blasting Operations Permit | <i>Town Code §5-12-10</i>   |
| Drilling Permit            | <i>Town Code §5-14-1</i>    |

## Fire Prevention

|                             |                          |
|-----------------------------|--------------------------|
| Fire Prevention Permit Fees | <i>Town Code §13-2-5</i> |
|-----------------------------|--------------------------|

## APPLICATION FEES

|                           |  |
|---------------------------|--|
| Board of Adjustment       | <i>Town Code §2-5-3</i>                    |
| Planning Commission       | <i>Town Code §6-2-2; Town Code § 6-9-1</i> |
| Hillside Review           | <i>ZO - §2210</i>                          |
| Special Use Permit Review | <i>ZO - §1102.4(E)</i>                     |

## ADMINISTRATIVE FEES

|                     |   |
|---------------------|---|
| Returned Checks Fee | <i>Town Code § 4-2</i>                            |
| License Fees        | <i>Town Code §10-10-5, 10-10-12; 4-3-8; 8-3-2</i> |



# Methodology

- ABCs – the cost of providing service
  - Inventory of services
  - Tasks to accomplish the services
  - Resources to accomplish the task



# Example

| 1.1 BUILDING DIVISION        |  |  |          |                        |                   | Fee Type                                   |  |                         |            |           |  |          |
|------------------------------|--|--|----------|------------------------|-------------------|--|--|-------------------------|------------|-----------|--|----------|
| 1.1.1 Building Permit Fees   |  |  |          |                        |                   | Select Position or input Contract Employee | Select Position or input Contract Employee | Material/3rd Party Cost |            |           |  |          |
| #                            | Description  | Current Fee                                    | Unit     | Special Condition      | Authority         | \$0.00                                     | \$0.00                                     |                         | Full Cost  | Subsidy % | Suggested Fee                                  | Fee Δ    |
| 1                            | Building Permit Fees - Valuation   | See Separate Tab                               |          |                        | Town Code § 5-1-4 |  |  |                         | NA         | NA        | See Separate Table                             | NA       |
| 2                            | Building Permit Fees - Remodel   | 1/2 Sq Ft Value                                |          |                        |                   |  |  |                         | Variable   | NA        | 1/2 Sq Ft Value                                | 0        |
| 3                            | Building Permit Fees - Conversions   | Per Sq Ft Value - Per Sq Ft Value Existing Use |          |                        |                   |  |  |                         | Variable   | NA        | Per Sq Ft Value - Per Sq Ft Value Existing Use | 0        |
| 4                            | Building Permit Fees - Minimum Valuation                                     | 4,000.00                                       |          | BBQ                    | Town Code § 5-1-4 |  |  |                         | \$4,176.69 | 4%        | \$4,000.00                                     | 0        |
| 5                            | Building Permit Fees - Minimum Valuation                                     | 5,000.00                                       |          | Kiva Fireplace         | Town Code § 5-1-4 |  |  |                         | \$5,220.86 | 4%        | \$5,000.00                                     | 0        |
| 6                            | Building Permit Fees - Minimum Valuation                                     | 1,000.00                                       |          | Water Foundatin        | Town Code § 5-1-4 |  |  |                         | \$1,044.17 | 4%        | \$1,000.00                                     | 0        |
| 7                            | Building Permit Fees - Minimum Valuation                                     | 2,500.00                                       |          | Water Feature          | Town Code § 5-1-4 |  |  |                         | \$2,610.43 | 4%        | \$2,500.00                                     | 0        |
| 8                            | Building Permit Fees - Minimum Valuation                                     | 1% of construction cost                        |          | Pools                  | Town Code § 5-1-4 |  |  |                         | NA         | NA        | 1% of construction cost                        | 0        |
| 9                            | Building Permit Fees - Minimum Valuation                                     | 9% of Building Permit Fee                      |          | Haul Fee               | Town Code § 5-1-4 |  |  |                         | NA         | NA        | 9% of Building Permit Fee                      | 0        |
| 1.1.2 PLUMBING PERMIT FEES   |  |  |          |                        |                   |  |  |                         |            |           |  |          |
| #                            | Description  | Current Fee/Charge                             | Unit     | Notes                  | Authority         |  |  |                         | Full Cost  | Subsidy % | Suggested Fee                                  | Fee Δ    |
| 1                            | Permit   | Unit specific fee charges                      | Per Hour |                        | Town Code § 5-2-2 |  |  |                         | \$130.52   | 0%        | \$130.00                                       | Variable |
| 1.1.3 MECHANICAL PERMIT FEES |  |  |          |                        |                   |  |  |                         |            |           |  |          |
| #                            | Description  | Current Fee                                    | Unit     | Notes                  | Authority         |  |  |                         | Full Cost  | Subsidy % | Suggested Fee                                  | Fee Δ    |
| 1                            | Permit   | Unit specific fee charges                      | Per Hour |                        | Town Code § 5-4-2 |  |  |                         | \$130.52   | 0%        | \$130.00                                       | Variable |
| 1.1.4 ELECTRICAL PERMIT FEES |  |  |          |                        |                   |  |  |                         |            |           |  |          |
| #                            | Description  | Current Fee                                    | Unit     | Notes                  | Authority         |  |  |                         | Full Cost  | Subsidy % | Suggested Fee                                  | Fee Δ    |
| 1                            | Permit   | Unit specific fee charges                      | Per Hour |                        | Town Code § 5-3-2 |  |  |                         | \$130.52   | 0%        | \$130.00                                       | Variable |
| 1.1.5 BUILDING PLAN REVIEW   |  |  |          |                        |                   |  |  |                         |            |           |  |          |
| #                            | Description  | Current Fee                                    | Unit     | Notes                  | Authority         |  |  |                         | Full Cost  | Subsidy % | Suggested Fee                                  | Fee Δ    |
| 1                            | In House Plan Review and Standard Out-Source Plan Review                     | 65% of Building Permit Fee                     |          | Two Reviews            | Town Code § 5-1-4 |  |  |                         | NA         | 0%        | 65% of Building Permit Fee                     | 0        |
| 1b                           | Standard Out-Source Plan Review and In-house Plan Review after Second Review | 65.00  | Hour     | and/or contractor cost | Town Code § 5-1-4 |  |  |                         | \$65.26    | 0%        | \$65.00  | 0        |





# Schedule

|  |             |
|--|-------------|
| On site meetings with staff  | 9/30/2016   |
| Analysis w/ bi-weekly updates & model revisions                    | 10/4 – 12/2 |
| Finalize cost calculations for fees & determine reasonable options | 12/05 – 1/6 |
| Consultant to draft report and coordinate with Town staff          | 1/9 – 1/20  |
| Notice of Intent published   | 1/23        |
| Council presentation   | 1/26        |
| Council action   | 3/23        |
| New fees effective   | 5/1         |



Planning and Engineering Fee Update

**ANY QUESTIONS?**

