

2018-2019 BUDGET QUESTION

Response to Request for Information

DEPARTMENT: Development Services

REQUEST NO.: 101

REQUESTED BY: Adler

DATE REQUESTED: 8/24/18

DATE POSTED: 8/27/18

REQUEST: Please provide some scenarios showing impact of Development Services Department (DSD) fee increases on small businesses and residential homeowners.

RESPONSE: Many factors are considered when establishing a fee for a particular service, including the amount of staff time spent on the service and any changes to department costs. For FY19, the factors were reassessed which resulted in fee changes.

Additionally, staff developed a new plan review type (7-Business Day Review Permit) to better accommodate certain small, commercial projects. The projects identified for inclusion require less time to review than other similarly sized projects. With stakeholder input, these projects were moved from the 15 business day review permit category to the new 7 business day review permit category to better reflect the amount of review time needed. Identifying the projects that require less time to review translated into a reduction of the cost allocated to this permit type. This resulted in a decreased fee computation. The benefitting result is an improved response time for review and a lower fee for the review. The 7-Business Day Review Permit applies to the following types of small, commercial projects:

Remodels and Tenant Finish-Outs

- Less than 5,000 square feet
 - Change of use with or without remodel
 - School interior remodel
 - Medical or veterinary office
 - Food service establishments
 - Retail sales for the display and sale of upholstered furniture or mattresses
- Between 5,000 - 10,000 square feet
 - Administrative/Business/Professional Offices (no medical or veterinary offices)
 - Retail Sales Occupancies
- **Cannot store, use, or dispense hazardous materials**

Replacement/new installations of walk-in coolers and freezers, refrigeration reach-ins, boilers, chillers and cooling towers.

Swimming Pools

Repair/remodel of exterior balconies/stairs

- Can include modification to the structural framing system
- **Cannot increase square footage**

Amnesty Certificate of Occupancy

- Does not include remodels

Minor Revisions

- Limited to only one review discipline
- Deferred Submittals
- Includes new construction, addition, and remodel projects
- **Cannot increase square footage**

Portable Classroom/Office Building

- [See Portable/Prefab Submittal Requirements](#)

Site Plan Only Updates

- Applies to red stamped site plans for new construction only

Three (3) small business scenarios have been provided below and account for Development Services Department fees and permits that may be needed as required by current Land Development Code regulations. The retail or office space remodel consists of space less than or equal to 1,000 square feet, excluding medical and veterinary offices. The small restaurant/medium retail or office remodel consists of 4,381 square feet for food service establishments or administrative and retail sales occupancies. More detailed project guidelines for both scenarios can be found [here](#). The third scenario for a large restaurant remodel of 6,737 square feet has been added as well, this project would not qualify for the quick turnaround or 7-business day review.

Project Description	FY18	FY19 Proposed	Increase / (Decrease)
Small Retail or Office Space Remodel ^{C1} (1-Business Day Quick Turnaround)	\$1,059	\$1,285	\$226
Small Restaurant/Medium Retail or Office Space Remodel ^{C2} (7-Business Day Review Type)	\$2,813	\$3,051	\$238
Large Restaurant Remodel ^{C3} (15-Business Day Review Type)	\$3,171	\$5,373	\$2,202

^{C1} Interior remodel or Tenant Finish-Out of less than or equal to 1,000 square feet for administrative/business/profession offices or retail sales occupancies includes quick turnaround review, trade permits, and 4% Development Surcharge.

^{C2} Remodel and Tenant Finish-Out of 4,381 square feet for a restaurant; FY18 includes commercial plan review occupancy a, trade permits, and 4% Development Surcharge while FY19 Proposed includes 7-business day review fee, trade permits, and 4% Development Surcharge.

^{C3} Remodel for a 6,737 square foot restaurant includes commercial plan review occupancy a, trade permits, and 4% Development Surcharge.

Below are six (6) of the most common scenarios a residential home owner may encounter while updating or modifying their home.

Project Type	FY18	FY19 Proposed	Increase / (Decrease)
Residential Addition ^{R1}	\$1,568	\$1,756	\$188
Residential Addition with Tree Component ^{R2}	\$2,431	\$2,763	\$332
Deck ^{R3}	\$885	\$1,261	\$376
Express Permit ^{R4}	\$1,025	\$791	\$(234)
Interior Remodel or Garage Conversion ^{R5}	\$1,055	\$841	\$(214)
Pool ^{R6}	\$1,425	\$717	\$(708)

^{R1} Residential Additions are less than 1,000 square feet and include plan review, trade permits, and 4% Development Surcharge.

^{R2} Residential Additions with Tree Component are less than 1,000 square feet and include plan review, trade permits, Residential Tree Review, Residential Tree Inspection, and 4% Development Surcharge.

^{R3} Deck consists of the addition of a deck to an existing home and include plan review, building permit, and 4% Development Surcharge.

^{R4} Express Permits are limited to the projects such as replacing windows/exterior doors of the same size and location, adding/removing siding or brick, repairing a roof the extent of decking boards and fascia, foundation repairs with no impact to impervious cover, roof mounted solar panels, removing/repairing drywall in excess of 32 square feet, adding/replacing insulation, and tub or shower conversions not resulting in plumbing fixtures being added or relocated and include the express residential plan review, trade permits, and 4% Development Surcharge.

^{R5} Interior Remodel or Garage Conversions are less than 1,000 square feet and include the small project plan review, trade permits, and 4% Development Surcharge.

^{R6} Pool is limited to an in or above ground pool less than or equal to 1,000 square feet and include the small project plan review fee, trade permits, and 4% Development Surcharge.