Minute No. 325
Report – Standing Policy Committee on Property and Development, Heritage and Downtown Development – May 21, 2020

Item No. 1 Changes to Planning, Development, and Building Fees and Fee Structures for July 1, 2020 Implementation

COUNCIL DECISION:

Council concurred in the recommendation of the Standing Policy Committee on Property and Development, Heritage and Downtown Development and adopted the following:

1. That amendments to the Planning, Development and Building Fees By-law No. 66/2016, attached as Appendix E, be enacted to replace Schedule "A" to that by-law to reflect the change in fees in accordance with Appendices A through C to this report, effective July 1, 2020.

2. That amendments to the Winnipeg Building By-law No. 4555/87, attached as Appendix E, be enacted to reduce the amount of deposit required to qualify for an extension to the date by which construction under a building permit must be initiated to an amount equal to 40% of the fee for the relevant building permit, effective July 1, 2020.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report – Standing Policy Committee on Property and Development, Heritage and Downtown Development – May 21, 2020

DECISION MAKING HISTORY:

Moved by Councillor Mayes,

That the recommendation of the Standing Policy Committee on Property and Development, Heritage and Downtown Development be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On May 22, 2020, the Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Property and Development, Heritage and Downtown Development and submitted the matter to Council.

STANDING COMMITTEE RECOMMENDATION:

On May 21, 2020, the Standing Policy Committee on Property and Development, Heritage and Downtown Development concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Changes to Planning, Development, and Building Fees and Fee Structures for July 1, 2020 Implementation

Critical Path: Standing Policy Committee on Property and Development, Heritage and Downtown Development – Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
A. Crocker	J. Kiernan	N/A	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

The Planning, Property and Development Department ("PP&D") charges fees for permits that are required in respect of building, development, electrical and plumbing work, as well as fees for licences, services and by-law non-compliance, under the Planning, Development, and Building Fees By-law (the "By-law"), which are set out for convenience in the Planning, Development and Building Fees and Charges Schedule (the "Schedule"). While these fees are subject to annual inflationary increases, the Public Service is committed to performing periodic reviews to:

- ensure that the quantum of fees continues to align with those in other Canadian jurisdictions;
- ensure that fees remain revenue neutral;
- ensure that all fees are captured and obsolete fees are removed; and
- to clarify any perceived ambiguity in the By-law and the Schedule.

A full comprehensive review of the Schedule was last done in 2016, and the Public Service has committed to perform a similar review every three years.

In 2019, several fees were identified as requiring clarification, re-structuring, an increase by more than the rate of inflation, a decrease, simplification, or removal. These fee adjustments require City Council approval prior to implementation. This report details the proposed fee adjustments.

For fee adjustments that were perceived to have a significant impact on the construction industry (specifically, the proposed fee re-structuring and additional fees for annual electrical permits), PP&D engaged in an industry consultation.

The proposed fee adjustments included in this report are suggested to take effect July 1, 2020.

RECOMMENDATIONS

1. That amendments to the Planning, Development and Building Fees By-law No. 66/2016, attached as Appendix E, be enacted to replace Schedule "A" to that by-law to reflect the

change in fees in accordance with Appendices A through C to this report, effective July 1, 2020.

2. That amendments to the Winnipeg Building By-law No. 4555/87, attached as Appendix E, be enacted to reduce the amount of deposit required to qualify for an extension to the date by which construction under a building permit must be initiated to an amount equal to 40% of the fee for the relevant building permit, effective July 1, 2020.

3. That the proper officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

New fees, fee increases above the rate of inflation, and fee reductions and removals require Council approval. All by-law amendments require Council approval.

IMPLICATIONS OF THE RECOMMENDATIONS

The fee adjustments will help clarify ambiguous wording in the Schedule and will better align fees with the costs for providing the related services and maintain fees as revenue neutral. This will not result in any change to revenues included in the draft 2020 to 2023 operating budget submission.

HISTORY/DISCUSSION

The Planning, Development, and Building Fees and Charges Schedule has long been used by the Planning, Property and Development Department to provide transparency by communicating departmental service fees to the public. The Schedule includes those for obtaining construction-related permits, legal agreements, City planning services, land development, non-compliance with City By-laws, licences, demolitions, inspections, and other services.

A comprehensive fee review was last done in 2016. PP&D is committed to engaging in in-depth reviews every three years and in 2019, a number of fees were identified as requiring adjustment beyond the annual inflationary increases.

The proposed fee adjustments were deemed necessary to maintain revenue neutrality, clarify ambiguous wording, eliminate obsolete fees, reduce fees that were too high, or add new fees where none previously existed. Overall, the fee adjustments are anticipated to result in a net reduction of just $6,000 (approximately 0.022%); effectively unchanged from 2019 actual permit-related revenue. As such, no change to the Planning, Property and Development Department's 2020 to 2023 Operating Budget submission is required.

Refer to Appendices A, B and C for the specific details of the proposed fee adjustments.

For the proposed re-structuring of the Electrical Annual fees (outlined in Appendix B), industry stakeholders were consulted for customer feedback. These fee changes affect a small group of electrical contractors and their customers who are existing participants in the Electrical Annual permit program. No concerns were expressed and as such the proposal is being submitted in its original form.

FINANCIAL IMPACT

Financial Impact Statement

Date: April 20, 2020

Project Name:

Changes to Planning, Development, and Building Fees and Fee Structures for July 1, 2020 implementation

COMMENTS:

It is anticipated that the net impact on revenues in 2020 will be negligible (i.e. less than $6,000 or approximately 0.022% of actual revenues from 2019). As such, for the purposes of this report, there are no financial implications associated with the recommendations. While certain fees will increase, others will decrease such that no change to revenues included in the Planning, Property and Development Department's 2020 to 2023 operating budget/financial plan is required.

"Original Signed By"
Mike McGinn, CPA, CA
Manager of Finance

CONSULTATION

This Report has been prepared in consultation with:

Legal Services (as to legal issues)
Industry Stakeholders (regarding annual electrical permit fees only)

OURWINNIPEG POLICY ALIGNMENT

N/A

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

SUBMITTED BY

Department: Planning, Property and Development
Division: Development and Inspections
Prepared by: Shirley Jenken
Date: April 22, 2020

Attachments:

Appendix A - Proposed Fee Reductions
Appendix B - Proposed Fee Increases
Appendix C - Proposed Fee Clarifications
Appendix D - Fees Schedule Excerpts
Appendix E - Draft amending by-law

Appendix A
Proposed Fee Reductions

FEE AFFECTED	FEE CHANGE		RATIONALE	SECTION NO. IN FEES SCHEDULE
	EXISTING FEE	PROPOSED FEE		
Building permits for reducing the number of dwelling units in Housing applications	$135	$50	The existing building permit fee to reduce the number of dwelling units in a multi-unit dwelling or in a house with 2 or more established units was deemed to be too high. It is proposed that this fee be reduced to better reflect the time and resources it takes to process these applications.	1.1.2.
Certificates of Inspection Acceptance	$20.70 (Housing) & $34.75 (Commercial)	Remove (obsolete)	The service of preparing and sending Certificates of Inspection Acceptance is no longer provided. The Certificates have been replaced by automatically-generated emails sent directly to permit applicants upon permit closure. These fees are obsolete and should be removed from the Schedule.	
Refundable deposit for a request for an extension to building permit expiry dates	Equal to the cost of the permit	40% of permit fees	Construction permits have expiry dates that dictate a timeline within which the work is to begin and be completed. Permit applicants may request extensions to these deadlines but a deposit is required to demonstrate commitment to the extension period and the new deadlines. The deposit is refundable, without interest, when/if the newly granted deadlines are adhered to. The deposit amount is proposed to be reduced to better accommodate large or complex projects where permit fees can be quite significant. The intent for the fee reduction is also to lessen the potential for applicants to request fee waivers. Required deposits have been published in the Winnipeg Building By-law, Clause 14.1.3 (2)(b), since 2012 but were never published in the Fees Schedule. Included in this proposal is adding this fee into the Schedule. A parallel change to Winnipeg Building By-law 4555/87 is included in this Report.	8.1.

Appendix B
Proposed Fee Increases

FEE AFFECTED	FEE CHANGE		RATIONALE	SECTION NO. IN FEES SCHEDULE.
	EXISTING FEE	PROPOSED FEE		
Building permits to establish secondary suite at the time of new construction	$322	$400	A moderate fee increase is sought for building permits to establish a secondary suite at the time of new construction to better reflect the resources required to process these permits.	1.1.1.
Building permits to establish a secondary suite in an existing accessory building	$428	$645	The resources required to process a building permit for establishing a new detached secondary suite in an existing structure are comparable to that required to process a building permit for adding a new dwelling unit or suite in an existing structure. The proposed fee increase for detached secondary suite permits equalizes these two building permit fees.	1.1.2.
Building permits for construction of detached garages or accessory structures greater than 25 m^2	$109 base fee plus $2.20/$m^2$	$210	For simplicity, building permit fees to construct accessory structures greater than 25 m^2 (i.e.: structures larger than a single garage) are proposed to change from a base fee plus a fee for building area to a flat fee that represents the approximate average 2019 building permit fee for a detached garage or accessory structure larger than 25m^2.	1.1.3.
Building permits for miscellaneous exterior projects in Housing	$82	$109	The building permit fee for miscellaneous exterior projects in Housing (e.g.: exterior alterations to existing structures) is much less than that for other exterior projects such as above ground pools, hot tubs, large sheds, communication towers, etc., yet the same resources are required to process the permit applications. It is proposed that this fee be increased for miscellaneous exterior Housing projects to match those of other exterior projects and accessory structures.	1.1.3.

FEE AFFECTED	FEE CHANGE		RATIONALE	SECTION NO. IN FEES SCHEDULE.
	EXISTING FEE	PROPOSED FEE		
Alternative Solution proposals for Housing projects	No fee	$109 - $1,075 (dependent on the complexity and at what stage of construction the proposal is made)	The Manitoba Building Code is an objective-based document where designers may forego the prescriptive requirements while still meeting the Code objectives. In these cases, designers must submit their proposal as an "alternative solution" for review and acceptance. A fee for review of alternative solutions for Housing projects is not currently included in the Fees Schedule. While alternative solutions for Housing construction projects are not frequent, when they are proposed, significant resources are required to review and process them. The proposed fees are identical to those for commercial alternative solutions and are dependent on whether: • The project is new construction or an existing building; • The proposal is made at the pre-permit application stage, the application stage, or the post-permit application stage; • The proposal is deemed "minor" or "major" in nature.	1.4. and 2.1.5.
Meeting requests for Housing projects	No fee	$215 base fee plus $162/staff member/ hour $215 fee for short notice cancellations or missed meetings	At times, designers wish to present proposals to The City for pre-application discussion or when issues during the permit review stage or construction warrant a formal in-person discussion regarding Code compliance. Fees were established many years ago for Commercial project meeting requests but not for Housing projects. While meetings for Housing construction projects are not frequently requested, when they are, significant resources are required to accommodate such requests. The proposed fees are identical to that for commercial project meeting requests and consist of a base fee plus an hourly fee per City staff member required.	1.4. and 2.1.7.

FEE AFFECTED	FEE CHANGE		RATIONALE	SECTION NO. IN FEES SCHEDULE.
	EXISTING FEE	PROPOSED FEE		
Special events permit applications received within 3 days of the event	Double permit fee (No min.)	$200 minimum	When special events permit applications are submitted on short notice, i.e.: within 3 days of the event, City staff is put in the undesirable position of processing these applications out of the queue. The current fee for short notice applications is set at double the permit fee but because some special events are only charged a development permit fee of $26.60, the double permit fee offers little incentive to applicants to apply for their permits in a timely manner.	2.1.4.
Electro-magnetic lock switches	No fee	$10.90	Establish a new fee in commercial electrical permits for the installation of electromagnetic lock release/reset switches. A fee for installation of this item is not currently included in the Fees Schedule. When this item is included on a commercial electrical permit application, it requires Plan Exam review so a fee equal to that for an electromagnetic lock installation is proposed.	2.2.
Electrical Annual (EA) permits	History and introduction		Electrical Annual (EA) permits allow commercial building owners to have minor electrical work (e.g.: maintenance & repair) performed on their buildings under a single annual permit rather than having to obtain a separate permit for each minor project. Inspections are performed quarterly on an audit basis. Contractors submit a log book to the City Inspector detailing the work completed in the past quarter; the Inspector then selects which of those projects he/she wishes to inspect. The fee was originally established to accommodate industrial facilities where re-tooling of processes was a frequent undertaking and where an electrical contractor was permanently on-site to perform the work. The intent was for one property to be declared per permit. A few years ago, by customer request, the EA permit program was expanded to allow multiple buildings to be declared on one permit and fees were adjusted to suit. What wasn't anticipated at the time was not only the popularity of the program, but also the large quantity of buildings declared on some of the permits, some connected to each other as in a university campus and others remote from each other such as for a school division.	2.2.

FEE AFFECTED	FEE CHANGE		RATIONALE	SECTION NO. IN FEES SCHEDULE.
	EXISTING FEE	PROPOSED FEE		
			Permits with a significant number of buildings declared (i.e.: in excess of 20) or where buildings were located remotely from each other were noted as requiring more resources for Inspections while no additional fees were being collected. Building owners are encouraged to declare all related buildings on their EA permit applications so that all minor work can be performed legally and under permit. The proposed fee re-structuring for EA permits fees will continue to encourage building owners to declare all their buildings while balancing some of the fee inequalities where EA permits include a significant number of buildings and where buildings are located remotely from each other, i.e.: non-adjacent.	
EA Permits – Non-adjacent buildings	No fee	$10 per non-adjacent building	A new “non-adjacent building” fee recognizes the additional inspection time required for EA permits where buildings are not adjacent or connected to each other and where inspectors are required to travel by car from one location to the next.	
EA Permits – Excess number of buildings	No fee	$7 per bldg. in excess of 15	Currently, the fee for 11 buildings on one EA permit is the same as that for a permit that includes 100 buildings. A new “excess buildings” fee recognizes that EA permits with more than 15 buildings will generally take more time to inspect than a permit with fewer buildings.	
EA Permits – Missing or insufficient quarterly logbooks	No fee	$100 per quarter	Quarterly logbooks for EA permits are required to be submitted in accordance with the Winnipeg Electrical By-law and its accompanying Technical Interpretations. For the EA permit program to function smoothly, quarterly logbooks must be submitted in a timely manner and with the correct content. When logbooks are not submitted as required, there is little leverage the Inspector has to encourage compliance. A proposed fee for missing and insufficient logbooks serves as an incentive to permit applicants to submit adequate logbooks within the required time period.	

Appendix C
Proposed Fee Clarifications

FEE AFFECTED	FEE CHANGE		RATIONALE	SECTION NO. IN FEES SCHEDULE
	EXISTING FEE	PROPOSED FEE		
Commercial Plumbing permit – renewal of plumbing stack	$685	$685	The fee for renewal of a plumbing stack was originally established in the June 1, 2016 Fees Schedule but was erroneously absent from the 2019 Schedule. While the fee was absent from the Schedule, it was still present in our commercial plumbing permit application forms and the appropriate fee was still being charged. It is proposed that a commercial plumbing permit fee to renew a plumbing stack be re-established.	2.3.
After-Hours Inspections	Clarification to wording in Fees Schedule only (no change to fees)		There is a need to clarify the method of fee charges for after-hours inspections to match how the fees are actually billed. In previous attempts to clarify the wording in the Schedule, the meaning inadvertently changed but not the billing method. This clarification will re-establish the original intent of the after-hours inspections fees and will match the current billing method by changing the wording from a “base fee for four hours or less plus an hourly fee” to a “base fee for two hours or less plus a fee for each additional hour.”	8.1

Appendix D
Fees Schedule Excerpts

1. HOUSING*

1.1. BUILDING PERMITS

1.1.1. New Construction and Additions

Base Fee - New or Addition to single-family dwellings, two-family dwellings, detached secondary suites, and multi-unit dwellings	$215
+ Area Fee - Single-family and two or more-family dwellings or detached secondary suites for the construction of, or addition to, housing below, at or above grade level - Multi-unit residential dwellings, including row housing; new and additions	 $4.35/m² $8.70/m²
Additional fee to establish secondary suite at the time of new construction; including detached secondary suites (plus base fee and area fee)	~~$322~~ $400
Alternative fee calculation method – Declared Value For construction that cannot be described in terms of area; as determined by the designated employee. - Base fee for declared value of $1000 or less - For each additional $1000 or portion thereof in declared value (in addition to base fee)	 $162 $10.75

Note:
- Development Permit fees apply (see page 21).
- Area calculations include the total floor area of all floors including finished space, unfinished basements, attached garages, sunrooms, covered porches and covered decks.

1.1.2. Renovations and Alterations

Renovations affecting each floor of previously established habitable floor space including basement development	$162/floor
Flood Proofing permit (includes electrical, plumbing and foundation repair); non-structural	$162
Establishment of any additional units or suites in an existing building. - includes secondary suites or conversion to a duplex or triplex - this fee is in addition to the per floor renovation fee if a building permit is required.	$645
Establishment of a detached secondary suite in an existing accessory building (e.g. garage)	~~$428~~ $645
Reducing the number of units in a multi-unit dwelling. - including secondary suites, duplexes, converted residential dwellings, etc. - this fee is in addition to the per floor renovation fee if a building permit is required.	 ~~$135~~ $50
Removal of a dwelling unit(s) / suite(s) in a house with previously established 2 or more units, including those within a Division II building compliant with By-law 4304.	~~$135~~ $50

Notes:
- Development Permit fees may apply (see page 21).
- Alterations of stairs connecting two floors are only allocated to a single floor.
- Alterations on roofs, trusses, and dormers are treated as part of the single floor immediately below.
- Alterations to covered porches/decks, and attached garages are treated as part of the floor.
- Renovations to two or more suites of a multi-unit dwelling would be treated as floors per unit (e.g. renovation to a single floor but involving 2 suites would be considered to be two floors.)
- **Housing includes:**
  - Single-family and two-family dwellings, and
  - Multi-unit dwellings (including row housing) not requiring an Occupancy Permit.

HOUSING

Exterior Electrical Permits
(exterior must be separate permits from interior work; no base fee applies)

Air-conditioners: installation, construction, renovation or alteration	$64
Outdoor, unenclosed swimming pools or hot tubs: installation, construction, renovation or alteration	$64
Open decks, gazebos, patios, landscape lighting: installation, construction, renovation or alteration	$64
All other exterior electrical work (excluding exterior plugs installed as part of new construction or clearly those part of an interior project)	$64
Open decks, detached garages, gazebos, patios, landscape lighting: installation, construction, renovation or alteration	$64

1.3. PLUMBING PERMITS

New Construction / Additions

Minimum fee: (applied to each suite / dwelling unit)	$82
Cost per drain	$26.60

Renovations/Interior Alterations

Minimum fee:	$82
Plumbing renovations or repairs – each drain outlet impacted	$26.60
Plumbing permit as part of a flood-prevention related building permit	$0

1.4 ALTERNATIVE SOLUTIONS AND MEETINGS

Apply commercial fees in Sections 2.1.5. and 2.1.7.

REFERENCED SECTIONS:

2.1.5. Alternative Solutions and Electrical Code Deviations

Alternative Solutions Fees

	Classification*	New Building	Existing Building
Pre Application Stage	Minor	$215	$109
	Major	$543	$322
Application Stage	Minor	$375	$269
	Major	$809	$543
Post Permit Issuance	Minor	$543	$428
	Major	$1075	$1075

2.1.7. Other Fees

Meetings

Base Meeting Fee - Pre-application meeting or alternative solutions meeting: meeting/ discussion/ presentation by applicant concerning Building Code compliance	$215
+ Staff Fee - Each City employee in attendance - each hour	$162
Charge for cancellation or postponement within 24 hours /missed preliminary plan review meeting	$215

COMMERCIAL – BUILDING PERMITS	

Temporary Buildings

Temporary Building Fee – calculated as a new commercial building under section 2.1.1. (including the base fee)	Same as applicable building permit
+ Maintenance Fee per month (in addition to Temporary Building Fee) payable annually	$71
Nonpayment resulting in an inspection (in addition to monthly fee)	$215

Miscellaneous Structures

Outdoor swimming pool - above ground or below ground	$322
Satellite dish or antennae; radio or communication tower	$269
Storage tanks – removal of one tank (includes Fire Prevention Inspections no longer being charged)	$162
Storage tanks – installation of one tank (includes Fire Prevention Inspections)	$375
Storage tanks – for each additional tank, same site	$54

2.1.4. Special Events

Tents/Bleachers/Stages

- Tents with 1000 or more occupants and/or electrical and mechanical systems are considered temporary buildings and are subject to Temporary Building fees in Section 2.1.3.
- All fees for outdoor structures include occupancy and inspection fees

Tents greater than 84m^2 in area	$215
Each additional tent greater than 84m^2 on the same site	$16
Stages between 0.6 and 1.5 meters in height and less than 84m^2 in area All other stages	$109 $543
Bleachers with less than 300 design occupant load All other bleachers	$109 $543
~~Request for a permit within 3 days or less~~	~~Double Fees~~

Occupancy

Indoor special event occupancy permit: greater than 60 occupants and greater than the established occupant load for the space (no base - maximum permit fee of $600)	$.10/m^2

Development
(Charged on all outdoor and indoor special events)

Temporary event or a temporary use	$26.60

Additional fee for request of a special events permit within 3 days or less, per event	Double Fees; minimum $200

FROM SECTION 2.2.

COMMERCIAL – ELECTRICAL PERMITS	
Empty Raceways	
- 60 m or less	$35
- Over 60 m to 300 m	$72
- Over 300 m	$137
Receptacles, wall switches, luminaires, thermostats, I/O devices and similar equipment	
- 15 Amp, each	$1.85
- Over 15 Amp or car heater receptacles, each	$2.75
Electric heating and/or cooking appliances	
- 2 kW or less, each	$8.80
- Over 2 kW to 5 kW, each	$13.80
- Over 5 kW to 15 kW, each	$21.00
- Over 15 kW, each	$35.50
Fuel burning equipment	
- Each domestic package unit or unit heater	$21
- Each industrial/commercial type package	$60
Door Controls	
- Electric strikes, request-to-exit sensors or pushbuttons, card readers, each	$1.85
- Door hold-open devices, each	$5.60
- Electromagnetic locks, each	$10.90
- H/C door operators, each	$1.85
- Reset/release switch for electromagnetic locks, each	$10.90
Fire pump electrical connection and associated equipment, each	$219
Generator driven by prime mover & associated equipment, each	$245
Miscellaneous Exterior Equipment	
- Fuel dispensers and similar equipment, each	$31
- Light standards, each	$16.40
- Solar photovoltaic panels, each	$5.45
Machine/HVAC controls	
- Control panels, each	$70
- Control devices, each	$1.85
Multi-Residential Per Unit Fees	
- Multiple-family dwelling: first three dwelling units•	$527
for each additional dwelling unit•	$134
- Hotels and motels: per bedroom unit•, new construction or additions to existing structures	$63
Relay cabinets, lighting contactors, dimming control panels and similar enclosures, each	$32
Spray booths — install new, alteration or removal (fee incorporated in spray booth building permit) (Electrical permit still required)	$0
Reduction of electrical permit fees: where equipment is connected to existing wiring that has been previously inspected under another electrical permit, the fee imposed for the items being installed is one half (½) the fee that would otherwise be applicable	Fee to be calculated

Note:

- Applicable to new buildings and additions only. Applies to all electrical equipment and devices contained within the dwelling units except for life safety & health equipment. Fees for life safety & health equipment and for electrical equipment installed in areas outside of dwelling or bedroom units are assessed on per device costs.

FROM SECTION 2.2.

COMMERCIAL - ELECTRICAL PERMITS	
***Signs** - First free standing sign - Each additional free-standing sign installed at the same time - First non-free-standing sign - Each additional non-free-standing sign installed at the same time	 $108 $63 $108 $17.75
***Temporary installations** Supplied from a permanent electrical system Supplied from a temporary electrical service	 $108 $178
***Annual permits** Notes: Buildings listed on one Annual Electrical Permit must be located within the same Electrical Inspection District. Adjacent buildings must be declared by the applicant. Those not declared will be assumed to be non-adjacent. - 1-15 buildings, for every 5 buildings/addresses or portion thereof ~~6-10 buildings~~ ~~11+ buildings~~ - 16 or more buildings, first 15 buildings/addresses plus for each building/address in excess of 15 - For non-adjacent buildings, per building/address - Log book not provided or with insufficient info, per quarter	 $545 ~~$1075~~ ~~$1610~~ $1635 $7 $10 $100
***Defect Re-Inspections** Re-inspections of defects where defects are identified during a requested inspection and re-inspection is required to confirm their correction/ each hour or portion thereof/per visit	$135
Meeting/discussion concerning Electrical Code or Life Safety compliance - **Base Meeting Fee** - **+ Staff Fee** - Each City employee in attendance, each hour - Charge for meeting cancellation within 24 hours	 $215 $162 $215

8. INSPECTIONS AND LICENSING

8.1. COMMERCIAL AND HOUSING INSPECTIONS

Excess Commercial and Housing Inspections

Inspection cannot be performed (in addition to the fees listed, each site visit also consumes one of the inspections included in the permit fee)	
- Work not ready for inspection when inspection arranged	$162 ea.
- Incorrect/Insufficient information provided	$162 ea.
- No address on site, building, or suite	$162 ea.
- Inspector unable to gain access	$162 ea.
- Inspection cancelled same day	$162 ea.
- Unsafe work site	$428 ea.
Extra Inspections-Commercial (applied in cases where a re-inspection of a defect is required, Fire Prevention inspections and any other additional inspections.)	
- 1st	$135
- 2nd	$269
- 3rd and subsequent	$375
Extra inspections-Housing	
- 1st	$109
- 2nd	$215
- 3rd and subsequent	$322
Inspections conducted outside office hours	
- ~~four hours or less~~ first two hours of portion thereof, per inspector	$482
- ~~plus hourly fee~~ each additional hour or portion thereof, per inspector	$162/hr.
Inspection to identify non-compliance	$162/hr
Stagnant Permit Fee Failure to either call for an inspection or to notify the City that work has been initiated within a 6 month period after the permit has been issued.	$54
Deposit for permit extension request for work initiation or completion (this deposit to be refunded, without interest, if work is initiated or completed within the extended time period)	~~Equal to permit fees~~ 40% of permit fees
Housing - Failure to call for a re-inspection of a defect or to obtain an extension from the City within 1 month of a defect being identified	$162
Commercial - Failure to call for a re-inspection of a defect or to obtain an extension from the City within seven (7) working days of a defect being identified	$162
Failure to close a permit or obtain a formal extension from the City within 3 years of permit being issued	$215

Note:

- Permits for new single-family and two-family dwellings, detached secondary suites and additions, the number of inspections included in a project would be 7 (3 for building, 2 for plumbing, and 2 for electrical if applicable to the construction project). Since most of the required inspection points can be combined to include more than one permit, the inspections can be 'transferred' between permits on these projects. However, for many interior renovation projects or accessory structure (external to the house) projects which might include more than one permit (e.g. a garage with a building and electrical permit), the inspections would not be transferable because each electrical or plumbing contractor will typically call for inspections independently.
- There are two inspections in total per flood proofing permit package.