

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
April 19, 2016	

TO: Mayor Shoji and City Councilors

FROM: Eric Day, Community Development Director

ISSUE: Building Department Fees

BACKGROUND:

In 2014, the city started reviewing its Building Department fees. These fees, other than some minor adjustments, have not had a fee increase since 2001. While the fees have been stagnant, the cost to provide the service has not. The Municipal Cost Index (MCI) is designed to show the effects of inflation on the cost of providing municipal services. According to the MCI the cost of providing municipal services has risen by over 39% over the last 15 years.

In September 2014, staff met with the Council Finance Committee; and they discussed the need to increase the Building Department fees by 30%. The City contracted with John Hitt to conduct an evaluation of the City's permitting process in late 2014 early 2015; and one of his recommendations to the Council was to consider increasing the fees. A recommendation to increase fees was forwarded to the Council on March 3, 2015; and based on consensus from the Council, staff sent the proposed BCD fee increase to the State for the required 45-day notice period and for staff to bring the proposed fee modifications back to the Council to hold a public hearing and possible adoption of the proposed fee increase. The State did not receive any comments during their 45-day comment period.

On June 2, 2015, the Council held a public hearing to consider the adoption of a resolution to increase the fees. During the public hearing, only two people testified; one of which was a contractor, and he suggested allowing the state to operate the Building Codes Department as they would do it at a lower cost. The Council delayed taking action on proposed fee increase to allow staff time to look into the advantages and disadvantages of allowing the State to take over the Building Department services.

Staff contacted the Oregon Building Codes Regional Services Managers. They advised staff that the State Building Codes Division could administer the building codes for the City. The State would perform the services and charge customers the City's established fees of which they would keep 90% of the fees. The State did advise that they would not perform all of the services the City currently provides, such as plan reviews and inspections and enforcement of substandard and dangerous building codes.

Currently the Building Department budget, at least partially, supports eleven positions within the City. All of the positions either provide direct or indirect support to the division. While most of those positions receive less than 3% of their salary from the fund, the Building Official (85%), code enforcement position (25%), and the City's two planning code specialists (50%) receive a much larger portion of their salary from this fund. The two planning code specialists assist customers with building code applications, as well as assistance with land use applications, engineering services,

business licenses, and special event applications. They are typically the first customer service contact for the Code Enforcement, Public Works, Community Development, and Engineering Departments. Some of these positions would likely need to be eliminated if the State was given control over the city's building department. Additionally, with the elimination of the Building Official's position, the City would not be able to investigate nor enforce substandard and/or dangerous building codes issues. The elimination of the code planning specialist will have an impact on customer service assistance with planning, business license administration, and processing special event applications.

In 2015 staff processed over 731 permits ranging from new residential and commercial construction; residential and commercial remodels; mechanical; mobile home placements; plan checks; fire, life, safety checks; etc. In addition, staff performed over 2,400 related inspections. This department has been and continues to be very busy.

At the February 2, 2016 City Council meeting, the Council directed staff to resend the proposed fee increase to the State Building Code Department for review and public comment. Council directed staff to schedule the matter to come back before the Council for public hearing and possible adoption. This public hearing is scheduled for tonight.

ADVANTAGES:

Should the Council elect to adopt resolution 16-07, the Building Department fees will be increased approximately 30% accost the board (See attached project evaluation sheet). This fee increase will allow the City to keep their building department self-sufficient, as required by the City Charter.

DISADVANTAGES:

The increased fees will likely be passed along to the home buyer causing slightly increased home prices in the City. However, our fees are currently artificially low based on the cost of the service.

ACTION REQUESTED:

Staff recommends that the Council adopt Resolution 16-07 raising building permit review and inspection fees within the City of Coos Bay. This increase would ensure the fees cover the cost of providing the service as required by the City Charter.

Attachments:

- A – Resolution 16-07
- B – Project Valuation Sheet
- C – Comparable Jurisdictions Spreadsheet
- D – Letter to the State of Oregon – Building Codes Division

City of Coos Bay

Resolution 16-07

Deleted: 14-15

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON AMENDING FEES FOR GENERAL GOVERNMENT OPERATIONS, BUSINESS LICENSES.

WHEREAS, the City of Coos Bay adopted Resolution 14-02 on January 21, 2014, which established fees for business licenses, moorage rates, building code fees, public records research and copying fees, planning fees, and other general governmental and facility use charges; and

WHEREAS, amendments to the language of the fee schedule are necessary to modify building department fees as the current fees do not support the department administration as required by the City Charter.

Deleted: add a

Deleted: to use of the "City RV sewer dump station", a use which the city has not previously set a charge for:

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF COOS BAY that fees for the building department shall be revised as follows:

Deleted: utilizing City owned facilities and services provided

BUSINESS LICENSES (Ordinance 103 / Codified Title 5, Chapter 5.05):

General Retail and Service Businesses

1 to 5 Employees	\$25 per year
6 to 10 Employees	\$50 per year
11 to 20 Employees	\$100.00 per year
21 to 30 Employees	\$125.00 per year
Over 30 Employees	\$150.00 per year

Residential, Commercial and Industrial Leaseholds and Tenancies

1 to 5 units.....	\$15.00 per year
6 to 12 units.....	\$15.00 per year plus \$2.50 per year per each unit in excess of five
Over 12 units.....	\$35.00 per year plus \$1.50 per year per each unit in excess of twelve

Auctions.....\$50.00 per auction with an annual limit of \$250.00

Auto Wreckers.....\$75.00 per year

Carnivals and Circuses.....\$100 per performance plus a \$500.00 refundable clean-up deposit

Exhibitions.....\$10 each day

Flea Markets.....\$25 per day plus \$1 per table per day

General Contractors.....\$125.00 per year

Deleted: 14-15

<u>License Transfers</u>	\$5 each
<u>Limited Contractors</u>	\$25.00 per year
<u>Mobile Home Parks</u>	\$75 per year for first space, \$2 per year for spaces 2 to 15, \$1 per year for each space in excess of 15, \$500.00 per year maximum
<u>Non-profit Organizations</u>	No Fee
<u>Seasonal</u>	\$25 per season
<u>Special Contractors</u>	\$75 per year
<u>Transient Business</u>	\$50 per year; a Right of Way Use Approval may also be required
<u>Transient Merchants</u>	\$125 per day or \$500.00 per year whichever is less, plus posting of a \$2500 bond for one year
<u>Vehicles for Passenger Hire</u>	\$125 per year plus \$25 per vehicle
<u>Entertainment Clubs</u>	\$175.00 per year

MOORAGE (Ordinance 217 / Codified Title 11, Chapter 11.05): Effective March 1, 2014

Moorage fees will be as stated below as of March 1, 2014 with subsequent increases effective with each February moorage billing period of each subsequent year, in an amount equal to the preceding December's Municipal Cost Index (MCI) but not less than zero. Each owner or operator shall pay a fee as follows:

Long-Term Moorage Agreements: 30 day minimum, a fee equal to \$4.08 per foot/per each month of long-term moorage, \$81.66 minimum.

Short-Term Moorage Agreements: Exceeding seven consecutive calendar days but less than thirty consecutive calendar days.

Transient Moorage Agreements: Exceeding 12 hours but less than one week.

Length	Transient	Short Term	Long Term \$4.08 p/ft
00' - 15'	\$7.14	\$27.56	\$81.66
> 15'	\$13.27	\$45.93	\$81.66
16'-19'	\$13.27	\$45.93	\$81.66
20'-29'	\$13.27	\$45.93	\$81.66 - \$118.40
30'-39'	\$13.27	\$45.93	\$122.48 - \$159.23
40' - 49'	\$20.41 - \$25.01	\$81.66- \$100.03	\$163.31 - \$200.06
50' - 59'	\$25.52 - \$30.11	\$102.07 - \$120.44	\$204.14 - \$240.89
60' -69'	\$30.62 - \$35.21	\$122.48 - \$140.86	\$244.97 - \$281.71
70' +	\$35.72 and up	\$142.90 and up	\$285.80 and up

Deleted: 14-15

Due Date and Late Fees: Moorage payments shall be payable by the first of the month for long-term moorage and within twelve (12) hours of mooring for short-term and transient. A late fee of \$25.00 shall be assessed for late payments for each month or part of a month that payments are late.

Live-Aboard Permits: Each owner and operator desiring to live aboard his/her vessel shall apply for a live-aboard permit with the Public Works Department. Issuance of a permit is contingent upon inspection of the vessel and may be renewed annually. There will not be a fee for the permit. A charge of \$100.00 for non-compliance shall be assessed if an owner or operator proceeds to live-aboard and does not apply for a live-aboard permit.

Finger Docks: All vessels 20' in length and under shall moor at a finger dock.

Reserved Docks: Day-to-day Transient Moorage from May through October; available for short-term and long-term moorage from November through April.

Service Docks: Restricted to temporary docking only.

Docks: All dock space other than finger docks, reserved docks and service docks shall be used to dock vessels greater than 20' feet in length.

Vessels assigned to the dock spaces that are metered for electricity shall pay for their electrical usage based upon the electrical rates used to calculate the total bill for the main electrical meter for the downtown city dock.

PLANNING (Ordinance 93 / Codified Title 17):

Additional plan review or planning assistance required or requested for which no fee is specifically indicated..... \$70.00 per hour
Annexation \$1,690.00 +
Plus: Publishing and election.
Appeal to the Planning Commission or City Council..... \$375.00

Architectural Design Review: Waterfront Heritage Zoning District (WH) as defined by Coos Bay Municipal Code 17.240, Empire Waterfront Settlement Design Review and Hollering Place (HP) Zoning District

1. Color selection; painting exterior of building.....0.00
2. Signage only \$50.00
3. 30% or less change to the exterior of the structure, with no change in the square footage of the structure (e.g., replace windows with a different style of window).... 50.00
4. Greater than 30% change to the exterior of the structure, with no change in the square footage of the structure (e.g., replace more than 30% of the siding) 100.00
5. New structures or change in the square footage of the existing structure..... 200.00

Administrative Conditional Use \$200.00
Conditional Use; Cultural Resource \$375.00

Engineering and other professional service recovery fees: All applications requiring additional professional services will pay a minimum retainage of \$500.00 to be applied against the actual

Deleted: 14-15

cost of said services. Retainage to be increased as the cost of the professional services billed against the retainage. Balance of retainage will be returned to the applicant at final acceptance of the action by the City.

Estuarine & Coastal Shore Land Uses..... \$400.00
 Extension to land use applications..... \$55.00
 Flood Plain Elevation Certificate \$115.00
 May include Pre-elevation, Building Under Construction and Final Construction Elevation
 Certificates for a single project for one fee

Flood Plain Map Revision Review..... \$70+, 1st hour \$70.00, additional review time \$70/hr
 Hearings Official - Applicant to pay the actual costs of hearing, recording fees, filing fees and
 publishing fees plus 10% Administrative fee Varies by case

Home Occupation \$15.00
 If public hearing is required..... \$375.00

Lot Line Adjustment..... \$190.00+
 Plus: \$25.00 for each additional line adjusted after the first

Ordinance Amendment (text) \$825.00+
 Plus: Publishing and if BM56 notice is required add \$2,000 for mailed notice

Partition \$575.00

Plan Amendment (text or map) \$960.00+
 Plus: Publishing

PUD (Requires Conditional Use and Site Plan & Architectural Review applications) Varies by
 case

Site Plan & Architectural Review..... minimum \$525.00+
 \$0.00357 per sf. of the building square footage and all impervious surfaces

Street Names or Address Change \$55.00

Subdivision (Plus \$27.00 per lot and the cost of publishing) \$1,630.00+

Vacation (Plus: Publishing)..... \$795.00+

Variance..... \$375.00

Waterway \$55.00

Zone Change \$675.00

BUILDING AND CONSTRUCTION (Ordinance 405/ Title 15):

Plumbing:

Sewer cap and minimum fee \$50.00

Plan check..... 65% of fee

Sewer connection. \$145.00

Deleted: 14-15

Building: (Based on Valuation)

Total Valuation

Fee

<u>\$1 to \$2000.....</u>	<u>\$70.00 Minimum fee</u>
<u>\$2001 to \$25,000.....</u>	<u>\$70.00 for the 1st \$2,000 plus \$13.45 for each additional \$1,000 or fraction thereof, to and including \$25,000</u>
<u>\$25,001 to \$50,000</u>	<u>\$379.35 for the 1st \$25,000 plus \$9.95 for each additional \$1,000 or fraction thereof, to and including \$50,000</u>
<u>\$50,001 to \$100,000.....</u>	<u>\$628.10 for the 1st \$50,000 plus \$6.65 for each additional \$1,000 or fraction thereof, to and including \$100,000</u>
<u>\$100,001 and up.....</u>	<u>\$960.60 for the 2st \$100,000 plus \$5.55 for each additional \$1,000 or fraction thereof</u>

Deleted: \$1 to \$500 . \$17.05¶
\$501 to \$2,000 . \$17.05 for the 1st \$500.00 plus \$2.56 for each additional ¶
. \$100 or fraction thereof, to and including \$2,000¶
\$2,001 to \$25,000 \$55.45 for the 1st \$2,000 plus \$10.23 for each additional¶
. \$1,000 or fraction thereof, to and including \$25,000¶
¶
\$25,001 to \$50,000 \$290.74 for the 1st \$25,000 plus \$7.68 for each additional¶
. \$1,000 or fraction thereof, to and including \$50,000¶
¶
\$50,001 to \$100,000 \$482.74 for the 1st \$50,000 plus \$5.12 for each additional¶
. \$1,000 or fraction thereof, to and including \$100,000¶
¶
\$100,001 and up \$738.74 for the 1st \$100,000 plus \$4.27 for each additional¶
. \$1,000 or fraction thereof

Valuation Table: A structural permit fee for new residential construction and additions shall be calculated using the International Code Council (ICC) Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation.

Valuation Table: A structural permit fee for new commercial construction and additions shall be calculated using the International Code Council (ICC) Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the building to determine the valuation and the contracted value for the actual work with the applicant supplying a copy of said contract to the city. The permit fee shall be based on the highest value of the two methods of calculation.

Demolition (Requires a performance bond equal to the contract amount or requires a signed Demolition Bond Waiver). The demolition fee includes sewer cap fee.

Residential home or garage.....	\$100
Commercial Building.....	\$250

(Complex commercial building demolition, as determined by the building official or city engineer, which may include multi-story buildings or a contract cost of \$100,000 or more will, in addition to the permit fee, pay a minimum retainage of \$500.00 to be applied against the actual cost of professional services used by the city to review the demolition permit. Retainage is to be increased as the cost of the professional services billed against the retainage exceeds \$500.00. Balance of the retainage will be returned to the applicant at final approval of the demolition work.)

Demolition Bond Waiver, failure to complete work..... \$500 per day

Deferred Submittal Plan Review 65% of the permit fee using the value of the deferred portion with minimum fee of \$200.00 for each deferred submittal item

Fire and Life Safety Plan Review 40% of fee

Phased Projects Plan Review..... \$250.00+
10% of total permit fee phase, not to exceed \$1500 per phase

Plan Review..... 65% of fee

Deleted: Residential Fire Sprinkler
..... \$1.50 per square foot of coverage

Deleted: 14-15

Residential Fire Sprinkler - Flat fee based on square footage of residence. (Per OAR 918-050-0140 schedule)

0-2000 square feet.....
\$150.00

2001-3600 square feet..... \$200.00

3601-7200 square feet..... \$300.00

7201 square feet and up..... \$400.00

Grade/Fill/Excavation: (Based on Quantity)

Total Valuation Fee

50 cubic yards or less\$25.58

51 to 100 cubic yards.....\$64.11

101 to 1,000 cubic yards.....\$77.07 for the 1st 100 cubic yards plus \$18.07 for each additional 100 cubic yards or fraction thereof, to and including 1,000 cubic yards

1,001 to 10,000 cubic yards\$239.70 for the 1st 1,000 cubic yards, plus \$15.35 for each additional 1,000 cubic yards or fraction thereof, to and including 10,000 cubic yards

10,001 to 100,000 cubic yards\$377.85 for the 1st 10,000 cubic yards, plus \$49.79 for each additional 10,000 cubic yards or fraction thereof, to and including 100,000 cubic yards

100,001 and up\$825.96 for the 1st 100,000 plus \$4.27 for each additional 1,000 cubic yards or fraction thereof

Fill for landscape work of less than 20 cubic yards is exempt from permit fee

Plan Review65% of fee

Mechanical:

Residential (Based on per item)

For installation, relocation, or alteration of each appliance, including vents, ducts, and metal Chimneys..... \$35.00

For each vent, duct, or metal chimney not included in an appliance permit..... \$10.00

Fuel gas, hazardous or non-hazardous piping system..... \$25.00

Deleted: 14-15

Other inspections, per hour (1 hour minimum).....	\$70.00
Minimum permit fee.....	\$60.00
<u>12% State surcharge is applicable for all fees</u>	
<u>Commercial (Based on Valuation of the job)</u>	
<u>Total Valuation Fee</u>	
\$1 to \$2000.....	\$80 minimum
\$2001 to \$20,000.....	\$80 for the first \$2000 plus \$13.95 for each additional \$1000 or fraction thereof
\$20,001 to \$50,000.....	\$331.11 for the first \$20,000 plus \$11.85 for each additional \$1000 or fraction thereof
\$50,001 to \$100,000.....	\$686.61 for the first \$50,000 plus \$9.95 for each additional \$1,000 or fraction thereof
\$100,001 and up.....	\$1,184.11 for the first \$100,000 plus 7.85 for each additional \$1,000 or fraction thereof
Plan Review	65% of fee

OTHER:

Advanced Financing of Public Improvement Fee	\$431.00
Access Driveway/Curb Cut; Fireworks Retail Permit	\$75.00
Additional fees and bonding may apply based on the proposed project.	
Agreement to pay origination fee.....	2% of loan amount or \$250.00 whichever is greater
Certified Factory Built & Modular Homes	\$333.66

Engineering and other professional service recovery fees:

All applications requiring additional professional services will pay a minimum retainage of \$500.00 to be applied against the actual cost of said services. Retainage to be increased as the cost of the professional services billed against the retainage. Balance of retainage will be returned to the applicant at final acceptance of the action by the City.

Investigation Fee equal to permit fee with a minimum of two hours of "Other Inspections" listed below:

Inspection Fee (minimum one hour charge)	\$70.00 per hour
Land Use Review Fee for building permits is 10% of the building permit fee-minimum fee.....	\$55.00
Plan Review fee for all other.....	65% of fee
Parking Lot Permits.....	\$190.00

Deleted: For installation, relocation or alteration of each appliance, including vents, ducts, metal & chimney, and fuel tanks \$34.10¶
For each vent, duct or metal chimney not included in an appliance permit \$6.82¶
Fuel gas, hazardous or non-hazardous, piping system regardless of outlet number... \$20.46¶
Minimum fee..... \$50.00¶
Plan Review . 65% of fee¶

Deleted: Commercial (Based on Valuation of the job)¶
¶
Total Valuation Fee¶
\$1 to 1,000 \$35.00¶
\$1,001 to 10,000 \$35.00 for the 1st \$1,000 plus \$.45 for each additional \$100 or fraction thereof, to and including \$10,000¶
\$10,001 to 100,000 \$195.20 for the 1st \$10,000 plus \$10.98 for each additional \$1,000¶
or fraction thereof, to and including \$100,000¶
\$100,001 and up \$1,183.40 for the 1st \$100,000 plus \$7.54 for each additional \$1,000 or fraction thereof¶

Deleted: 14-15

Right of Way Use (e.g. sidewalks, utility work, landscaping, fences, etc.).....\$75.00

Sign Permits: Based upon the cost of the contract to perform the work, labor & materials, building permit fee, building plan check fee, land use review fee, fire/life safety as applicable and the state surcharge.

Additional Plan Reviews (after 1st review).....\$70.00/hr.

Additional plan review required or requested for which no fee is specifically indicated - \$70.00/hr.

Solar Structural Installations that comply with the prescriptive path in OSISC 305.4 \$100.00
(includes review and one inspection)\$100.00

Temporary Certificate of Occupancy (Residential).....\$100.00

Temporary Certificate of Occupancy (Commercial)\$250.00

Temporary Use (Regulates placement of RV on site during construction per Resolution

No 83-17 and includes inspection fees, and sewer connection fee) \$301.80

FIRE:

Flammable or Combustible Liquid Storage installation, construction or removal from service:

Less than 130 gallons \$68.20

Greater than 130 gallons 109.12

Exception: Storage of less than 25 gallons inside, less than 60 gallons outside; Fuel oil used in connection with oil burning equipment

Investigation fee \$70.00/hr.

Aerial ladder 150.00

Burn Permit No charge

Rescue units 40.00

Suppression Costs (minimum one hour): Career firefighters: Actual cost

Volunteer: \$12.00/hr

If in excess of 40 hours: \$18.00/hr

Varies by case

Squad vehicles, personnel transportation 20.00

Support vehicles 15.00

Type 1 pumper 100.00

Water tender 70.00

PUBLIC RECORDS:

A. Compliance. The public records policy shall follow the Oregon Public Records Law as stated in Oregon Revised Statutes 192.410 - 192.505.

1. Specificity of Request. In order to facilitate the public's access to records in the City's possession, and to avoid unnecessary expenditure of staff time, persons requesting

Deleted: Additional Plan Reviews are Subject to Plan Review/Check Fees after 1st review each review shall be the greater of 50% of original fee or \$110.00¶

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Deleted: Equal to permit fee

Deleted: 14-15

access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable City personnel to readily locate the records sought.

2. Access. The City shall permit inspection and examination of its non-exempt public records during regular business hours in the City's offices. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained.
3. Certified Copies. Certified copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.

B. Fees for Public Records. In order to recover its costs for responding to public records requests, the following fees shall be established:

1. Copies of Public Records; Certified Copies. Copies of public records shall be \$.25 per copy for standard, letter-size copies. Copies may be certified for an additional charge of \$10.00.
2. Copies of Sound Recordings. Copies of sound recordings of meetings shall be \$25.00 per copy.
3. Copies of Video Recordings. Copies of video recordings of meetings shall be \$25.00 per copy.
4. Copy of Police investigative Report. \$10.00 up to 10 pages. .25 cents per page thereafter.
5. Certified Copy of Police Report. \$5.00 per page.
6. Copy of Audio Recording. Minimum charge of \$15.00 (to be billed at rate of \$25.00 per hour).
7. Copy of Video Recording. Copies of video recordings related to police investigation shall be \$25.00 per copy.
8. Copy of Photo CD. \$10.00 per disc.
9. Card Room License Investigation - \$40.00 per applicant.
10. Criminal History Record Check for Non-Profit/Charitable Organization and non-law enforcement governmental agencies - \$10.00 per applicant.
11. Copies of Maps and Other Nonstandard Documents. Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the City.
12. Research Fees. If a request for records requires City personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the fee shall be the actual cost to the City, with a minimum charge for one-quarter hour. The City shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying in advance. If the actual time and costs are less than estimated,

Deleted: 14-15

the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

13. Additional Charges. If a request is of such magnitude and nature that compliance would disrupt the City's normal operation, the City may impose such additional charges as are necessary to reimburse the City for its actual costs of producing the records.

14. Reduced Fee or Free Copies. Whenever it is determined that furnishing copies of the City's public records at a reduced fee or without cost, would be in the public interest because making the record available primarily benefits the general public, the City may so authorize (ORS 192.440(4)).

C. Authorization Required for Removal of Original Records. At no time shall an original record of the City be removed from the City's files or the place at which the record is regularly maintained, except upon authorization of the City Council of the City of Coos Bay.

D. On-Site Review of Original Records. If a request to review original records is made, the City shall permit such a review provided that search fees are paid in advance in accordance with paragraph B6 above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

E. Unauthorized Alteration, Removal or Destruction of Originals. If any person attempts to alter, remove or destroy any City record, the City representative shall immediately terminate such person's review, and notify the attorney for the City.

PARKING (Ordinance 114 / Codified Title 10, Chapter 10.15):

1 st Offense within 60 days.....	\$7.00
2 nd Offense within 60 days.....	15.00
3 rd Offense within 60 days	25.00
4 th and subsequent offenses within 60 days	50.00

Late penalty will be added to any fine remaining Unpaid after 30 days from date of issue ... 20.00

MISCELLANEOUS:

Animal Permit – initial application and annual renewal.....	\$50.00
Card Room Work Permit.....	\$25.00
Intrusion Alarm Permit – per permit.....	\$35.00
Interest shall be charged, pursuant to the rate allowed by ORS, on accounts greater than three months past due.	
Lien search fee (per property)	\$45.00
Liquor License – initial application and annual renewal.....	\$25.00
NSF (Non-Sufficient Funds) Fee	\$25.00

Deleted: 14-15

Police Officer Training Reimbursement as allowed in 2009 Senate Bill 971 at actual cost.

Scout Cabin

Non-profit organizations or governmental agencies \$10.00

Private groups, individuals, or other organizations \$50.00

Damage deposit..... \$100.00

City RV sewer dump station fee per use..... \$7.00

NOW, THEREFORE, BE IT RESOLVED THAT, the Coos Bay City Council of the City of Coos Bay, Oregon, hereby amends the fee schedule for building permits,

Deleted: applications, permits and charges for utilizing City owned facilities and for services provided

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 19th day of April, 2016,

Deleted: st

Deleted: 5

Deleted: July 2014

Crystal Shoji, Mayor

ATTEST: _____
Susanne Baker, City Recorder

Deleted: 14-15

Project Value	Coos Bay Current	Option 2 - Coos Bay Proposed	Coos Bay - Permit percentage of increase
Value \$200,000			
Building Permit	\$1,165.74	\$1,515.60	30%
Plan Check	\$757.73	\$978.64	
State Surcharge	\$139.89	\$181.87	
Total	\$2,063.36	\$2,676.11	
Value \$100,000			
Building Permit	\$738.74	\$960.60	30%
Plan Check	\$480.18	\$624.39	
State Surcharge	\$88.65	\$115.27	
Total	\$1,307.57	\$1,700.26	
Value \$50,000			
Building Permit	\$482.74	\$628.10	30%
Plan Check	\$313.78	\$408.27	
State Surcharge	\$57.93	\$75.37	
Total	\$854.45	\$1,111.74	
Value \$20,000			
Building Permit	\$239.59	\$312.10	30%
Plan Check	\$155.73	\$202.87	
State Surcharge	\$28.75	\$37.45	
Total	\$424.07	\$552.42	
Value \$10,000			
Building Permit	\$137.29	\$177.60	29%
Plan Check	\$89.24	\$115.44	
State Surcharge	\$16.47	\$21.31	
Total	\$243.00	\$314.35	
Value \$5,000			
Building Permit	\$86.14	\$110.35	28%
Plan Check	\$55.99	\$71.73	
State Surcharge	\$10.34	\$13.24	
Total	\$152.47	\$195.32	
Value \$2,000			
Building Permit	\$55.45	\$70.00	26%
Plan Check	\$36.04	\$45.50	
State Surcharge	\$6.65	\$8.40	
Total	\$98.14	\$123.90	
Value \$500			
Building Permit	\$17.05	\$70.00	300%
Plan Check	\$11.08	\$45.50	
State Surcharge	\$2.05	\$8.40	
Total	\$30.18	\$123.90	

Coos Bay Fee Comparison Worksheet - 2014

Project Value	Coos Bay Current	Coos Bay Proposed	Coos Bay - Permit percentage of increase	North Bend	Brookings/ Bandon/ Coos County (State Building Dept.)	Curry County (State Building Dept.)	Florence	Lincoln City	Douglas County - Roseburg	Astoria	Reedsport
Value \$200,000											
Building Permit	\$1,165.74	\$1,515.60	30%	\$1,316.39	\$887.90	\$1,087.62	\$2,102.60	\$956.80	\$785.95	\$1,252.20	\$944.00
Plan Check	\$757.73	\$978.64		\$855.65	\$577.14	\$706.95	\$1,366.69	\$621.92	\$510.87	\$813.93	\$613.60
State Surcharge	\$139.89	\$181.87		\$157.97	\$106.55	\$130.51	\$252.31	\$114.82	\$94.31	\$150.26	\$113.28
Total	\$2,063.36	\$2,676.11		\$2,330.01	\$1,571.59	\$1,925.08	\$3,721.60	\$1,693.54	\$1,391.13	\$2,216.39	\$1,670.88
Value \$100,000											
Building Permit	\$738.74	\$960.60	30%	\$834.34	\$562.90	\$722.62	\$635.10	\$566.80	\$497.95	\$813.20	\$594.00
Plan Check	\$480.18	\$624.39		\$542.32	\$365.89	\$469.70	\$412.82	\$368.42	\$323.67	\$528.58	\$386.10
State Surcharge	\$88.65	\$115.27		\$100.12	\$67.55	\$86.71	\$76.21	\$68.02	\$59.75	\$97.58	\$71.28
Total	\$1,307.57	\$1,700.26		\$1,476.78	\$996.34	\$1,279.03	\$1,124.13	\$1,003.24	\$881.37	\$1,439.36	\$1,051.38
Value \$50,000											
Building Permit	\$482.74	\$628.10	30%	\$545.30	\$367.90	\$501.12	\$390.10	\$373.75	\$325.58	\$549.50	\$394.00
Plan Check	\$313.78	\$408.27		\$354.45	\$239.14	\$325.73	\$253.57	\$242.94	\$211.63	\$357.18	\$256.10
State Surcharge	\$57.93	\$69.57		\$65.44	\$44.15	\$60.13	\$46.81	\$44.85	\$39.07	\$65.94	\$47.28
Total	\$854.45	\$1,111.74		\$965.19	\$651.19	\$886.98	\$690.48	\$661.54	\$576.28	\$972.62	\$697.38
Value \$20,000											
Building Permit	\$239.59	\$312.10	30%	\$270.71	\$182.95	\$288.42	\$201.50	\$190.45	\$174.20	\$299.54	\$204.00
Plan Check	\$155.73	\$202.87		\$175.64	\$118.92	\$187.47	\$136.83	\$123.79	\$113.23	\$194.70	\$132.60
State Surcharge	\$28.75	\$37.45		\$32.49	\$21.95	\$34.61	\$24.18	\$22.85	\$20.90	\$35.94	\$24.48
Total	\$424.07	\$552.42		\$478.84	\$323.82	\$510.50	\$362.51	\$337.09	\$308.33	\$530.18	\$361.08
Value \$10,000											
Building Permit	\$137.29	\$177.60	29%	\$155.11	\$104.65	\$197.52	\$205.40	\$112.45	\$105.20	\$194.24	\$124.00
Plan Check	\$89.24	\$115.44		\$100.82	\$68.02	\$128.39	\$133.51	\$73.09	\$68.38	\$126.26	\$80.60
State Surcharge	\$16.47	\$21.31		\$18.61	\$12.56	\$23.70	\$24.65	\$13.49	\$12.62	\$23.31	\$14.88
Total	\$243.00	\$314.35		\$274.54	\$185.23	\$349.61	\$363.56	\$199.03	\$186.20	\$343.81	\$219.48
Value \$5,000											
Building Permit	\$86.14	\$110.35	28%	\$97.31	\$65.65	\$152.07	\$97.25	\$65.00	\$70.70	\$141.59	\$84.00
Plan Check	\$55.99	\$71.73		\$63.25	\$42.67	\$98.85	\$63.21	\$42.25	\$45.96	\$92.03	\$54.60
State Surcharge	\$10.34	\$13.24		\$11.68	\$7.88	\$18.25	\$11.67	\$7.80	\$8.48	\$16.99	\$10.08
Total	\$152.47	\$195.32		\$172.24	\$116.20	\$269.17	\$172.13	\$115.05	\$125.14	\$250.61	\$148.68
Value \$2,000											
Building Permit	\$55.45	\$70.00	26%	\$62.62	\$42.25	\$90.00	\$76.40	\$65.00	\$50.00	\$65.00	\$42.00
Plan Check	\$36.04	\$45.50		\$40.70	\$27.46	\$58.50	\$49.66	\$42.25	\$32.50	\$42.25	\$27.30
State Surcharge	\$6.65	\$8.40		\$7.51	\$5.07	\$10.80	\$9.17	\$7.80	\$6.00	\$7.80	\$5.04
Total	\$98.14	\$123.90		\$110.83	\$74.78	\$159.30	\$135.23	\$115.05	\$88.50	\$115.05	\$74.34



Oregon

Kate Brown, Governor

Department of Consumer and Business Services

Building Codes Division

1535 Edgewater Street NW

P.O. Box 14470

Salem, OR 97309-0404

503-378-4133

Fax: 503-378-2322

bcd.oregon.gov

February 12, 2016

To: INTERESTED PARTIES

**From: BRETT SALMON, MANAGER
POLICY AND TECHNICAL SERVICES**

Subject: COOS BAY FEE ADOPTION

The State Building Codes Division (division) has received the enclosed notice of intent to adopt building inspection program fees from the above listed municipality. Pursuant to Oregon Administrative Rule 918-020-0220, municipalities seeking to adopt fees are required to provide the following summary information 45 days prior to the proposed adoptive date.

- (A) The affected specialty code or program areas;
- (B) A description of the proposed building inspection program fees including the approximate percentage change when applicable;
- (C) The proposed effective date;
- (D) The date of the last fee increase in the specialty code or program area if applicable;
- (E) The anticipated date, time and location of the local municipal hearing scheduled pursuant to Oregon Revised Statute (ORS) 294.160;
- (F) The name, phone number, and title of a contact person; and
- (G) A narrative explaining the purpose of the proposed fee adoption.

The division is required to notify interested parties after receiving a notice of intent to adopt building inspection program fees from a municipality. Enclosed is the information the municipality provided to the division pursuant to the above administrative rule requirements.

If you have concerns about this proposed fee change, you may contact the municipality directly by contacting Sheri Corgill, Codes & Planning Specialist, 541-269-8918 or attend the local municipal hearing on Tuesday, April 19, 2016, at the City Council Chambers, 500 Central Ave, Coos Bay, OR 97420. If you still have unresolved concerns, you may appeal this fee adoption (pursuant to ORS 455.210(3) and 479.845) by sending a written request to the division within 60 days of the municipality's letter of notice to the division.

cc: CITY OF COOS BAY



RECEIVED
BUILDING CODES
2016 FEB 11 P 12:39

CITY OF COOS BAY
Community Development Department
500 Central Avenue
Coos Bay, OR 97420
541.269.8918
www.coosbay.org

Feb.9, 2016

Brett Salmon
Building Codes Division
PO Box 14470
Salem, OR 97309-0404

Dear Mr. Salmon,

Pursuant to OAR 918-020-0220, the City of Coos Bay is proposing to increase fees for our structural and mechanical programs, while also modifying residential fire sprinklers to conform to the current methodology per state requirements. A public hearing on the fee increase is scheduled for April 19, 2016.

The following is a list of the required criteria followed by our response and/or explanation:

(A) The affected specialty code or program:

- Oregon Structural Specialty Code and Oregon Residential Specialty Code
- Oregon Mechanical Specialty Code (residential & commercial)

(B) Proposed building inspection program fee changes – See attached schedules

- Building permit fee increase, with established minimum
- Residential mechanical fee item increase, with established minimum
- Commercial mechanical fee increase, with established minimum
- Residential fire sprinkler fee change to comply with updated methodology
- Additional plan review fees
-

(C) The proposed effective date for fee increases is June 1, 2016

(D) The date of the last fee increase by related code is:

- OSSC & ORSC – January 1, 2012
- OMSC – September 15, 2010

(E) The public hearing date is set for April 19th, 2016 and will be held in the City Council Chambers located at 500 Central Ave., Coos Bay, Oregon.

(F) Contact person:

- Sheri Corgill
Codes & Planning Specialist/City of Coos Bay
500 Central Ave.
Coos Bay, OR. 97420
541.269.8918

(G) Explanation for proposed fee changes and increase:

As an enterprise fund of the City of Coos Bay, the City is proposing to change its fee schedule not only to accurately reflect and cover the cost of administering the Building Codes program but also bring the City of Coos Bay's fees in line with other similar jurisdictions throughout the State of Oregon. As is shown on Attachment A, the City is currently operating the Building Codes program with a deficit. The proposed changes to the structural and mechanical fees are based on new proposed valuation fee schedules. The 2010 and 2012 changes did not include the valuation fee table changes, but rather various minor plan review fees and the solar installation schedules. We also propose to change some of the 'other' plan review fees including the land use, investigation fee and residential fire sprinkler fees to comply with the current methodology.

Copies of our current operating plan with the new fee schedule will be forwarded to your office once adopted by the Coos Bay City Council. If further information is required, please contact our office at 541.269.8918.

Sincerely,



Eric Day
Community Development Director
City of Coos Bay 541-269-8918

Enc.

Coos Bay Building Code Revenue and Expenditure Summary

FISCAL YEAR	PERMIT INCOME	PROGRAM EXPENSES	DEFICIT
2012 - 2013	\$154,980.02	\$309,363.58	(\$154,383.56)
2013 - 2014	\$198,275.49	\$240,341.11	(\$40,253.19)

Figures presented above taken from corresponding year's Building Codes balance sheet as prepared by Coos Bay Finance Department.

Building Codes Fees		
<u>Building Fees</u>	<u>Proposed Fee</u>	<u>Current Fee</u>
<u>Structural Permit</u> Project Valuation		
\$1 - \$2,000	\$70	\$17.05 for 1st \$100 plus \$2.56 for each additional \$1,000 or fraction thereof to and including \$2,000.
\$2,001 - \$25,000	\$70 for 1st \$2,000 plus \$13.45 for each additional \$1,000 or fraction thereof to and including \$25,000.	\$55.45 for 1st \$2,000 plus \$10.23 for each additional \$1,000 or fraction thereof to and including \$25,000.
\$25,001 - \$50,000	\$379.35 for 1st \$25,000 plus \$9.95 for each additional \$1,000 or fraction thereof to and including \$50,000.	\$290.74 for 1st \$25,000 plus \$7.68 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 - \$100,000	\$628.10 for 1st \$50,000 plus \$6.65 for each additional \$1,000 or fraction thereof to and including \$100,000.	\$482.74 for 1st \$50,000 plus \$5.12 for each additional \$1,000 or fraction thereof to and including \$100,000.
\$100,001 and up	\$960.60 for 1st \$100,000 plus \$5.55 for each additional \$1,000 or fraction thereof.	\$738.74 for 1st \$100,000 plus \$4.27 for each additional \$1,000 or fraction thereof.
<u>Residential Fire Sprinkler Fees</u>		
0 - 2,000 sq. ft.	\$150	\$1.50 per sq. ft.
2,001 - 3,600 sq. ft.	\$200	
3,601 - 7,200 sq. ft.	\$300	
7,201 sq. ft. and up\	\$400	
Note - This change in fees is required to bring Coos Bay residential fire sprinkler fees into conformance with OAR 918-050-0140		
<u>Residential Mechanical</u> Permit Type		
Chimneys - Installation/alteration	\$35	\$34.10
Vent, duct or metal chimneys	\$10	\$6.82
Fuel gas, hazardous or non-hazardous piping system	\$25	\$20.46
Minimum Permit Fee	\$60	\$50.00
Other inspections per hour (1 hour minimum)	\$70	\$70.00
<u>Commercial Mechanical</u> Project Valuation		
\$1 - \$2,000	\$70	\$35
\$2,001 - \$20,000	\$80 for 1st \$2,000 plus \$13.95 for each additional \$1,000 or fraction thereof to and including \$20,000.	\$35 for 1st \$1,000 plus \$0.45 for each additional \$100 or fraction thereof to and including \$10,000.
\$20,001 - \$50,000	\$331.11 for 1st \$20,000 plus \$11.85 for each additional \$1,000 or fraction thereof to and including \$50,000.	\$195.20 for 1st \$10,000 plus \$10.98 for each additional \$1,000 or fraction thereof to and including \$100,000.
\$50,001 - \$100,000	\$686.61 for 1st \$50,000 plus \$9.95 for each additional \$1,000 or fraction thereof to and including \$100,000.	\$1,183.40 for 1st \$100,000 plus \$7.54 for each additional \$1,000 or fraction thereof.
\$100,001 and up	\$1,184.11 for 1st \$100,000 plus \$7.85 for each additional \$1,000 or fraction thereof.	
Plan Review	65% of permit fee	65% of permit fee
<u>Other Fees</u>		
Additional plan reviews after 1st review	\$70/per hour	Each additional plan review after 1st review shall be the greater of 50% of original fee or \$110
Additional reviews requested by applicant for which no review fee is specifically indicated.	\$70/per hour	\$70/per hour
Any additional review	\$70/per hour	\$70/per hour
Land use review fee for building permits	10% of the building permit fee with \$70 minimum	10% of the building permit fee with \$55 minimum
Investigation Fee (actual cost) per hr. ** Fee schedule changed to comply w/current ruling by State of Oregon	\$70/per hour	\$70/per hour

Building Codes Fees		
<u>Building Fees</u>	<u>Proposed Fee</u>	<u>Current Fee</u>
<u>Structural Permit</u> Project Valuation		
\$1 - \$2,000	\$70	\$17.05 for 1st \$100 plus \$2.56 for each additional \$1,000 or fraction thereof to and including \$2,000.
\$2,001 - \$25,000	\$70 for 1st \$2,000 plus \$13.45 for each additional \$1,000 or fraction thereof to and including \$25,000.	\$55.45 for 1st \$2,000 plus \$10.23 for each additional \$1,000 or fraction thereof to and including \$25,000.
\$25,001 - \$50,000	\$379.35 for 1st \$25,000 plus \$9.95 for each additional \$1,000 or fraction thereof to and including \$50,000.	\$290.74 for 1st \$25,000 plus \$7.68 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 - \$100,000	\$628.10 for 1st \$50,000 plus \$6.65 for each additional \$1,000 or fraction thereof to and including \$100,000.	\$482.74 for 1st \$50,000 plus \$5.12 for each additional \$1,000 or fraction thereof to and including \$100,000.
\$100,001 and up	\$960.60 for 1st \$100,000 plus \$5.55 for each additional \$1,000 or fraction thereof.	\$738.74 for 1st \$100,000 plus \$4.27 for each additional \$1,000 or fraction thereof.
<u>Residential Fire Sprinkler Fees</u>		
0 - 2,000 sq. ft.	\$150	\$1.50 per sq. ft.
2,001 - 3,600 sq. ft.	\$200	
3,601 - 7,200 sq.ft.	\$300	
7,201 sq. ft. and up\	\$400	
Note - This change in fees is required to bring Coos Bay residential fire sprinkler fees into conformance with OAR 918-050-0140		
<u>Residential Mechancial</u>		
<u>Permit Type</u>		
Chimneys - Installation/alteration	\$35	\$34.10
Vent, duct or metal chimneys	\$10	\$6.82
Fuel gas, hazardous or non-hazardous piping system	\$25	\$20.46
Minimun Permit Fee	\$60	\$50.00
Other inspections per hour (1 hour minimum)	\$70	\$70.00
<u>Commercial Mechanical</u>		
<u>Project Valuation</u>		
\$1 - \$2,000	\$80	\$35
\$2,001 - \$20,000	\$80 for 1st \$2,000 plus \$13.95 for each additional \$1,000 or fraction thereof to and including \$20,000.	\$35 for 1st \$1,000 plus \$0.45 for each additional \$100 or fraction thereof to and including \$10,000.
\$20,001 - \$50,000	\$331.11 for 1st \$20,000 plus \$11.85 for each additional \$1,000 or fraction thereof to and including \$50,000.	\$195.20 for 1st \$10,000 plus \$10.98 for each additional \$1,000 or fraction thereof to and including \$100,000.
\$50,001 - \$100,000	\$686.61 for 1st \$50,000 plus \$9.95 for each additional \$1,000 or fraction thereof to and including \$100,000.	\$1,183.40 for 1st \$100,000 plus \$7.54 for each additional \$1,000 or fraction thereof.
\$100,001 and up	\$1,184.11 for 1st \$100,000 plus \$7.85 for each additional \$1,000 or fraction thereof.	
Plan Review	65% of permit fee	65% of permit fee
<u>Other Fees</u>		
Additional plan reviews after 1st review	\$70/per hour	
Additional reviews requested by applicant for which no review fee is specifically indicated.	\$70/per hour	\$70/per hour
Any additional review	\$70/per hour	\$70/per hour