



RESOLUTION 2009-776

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING FEES FOR TOWN SERVICES**

WHEREAS, the Town Council is authorized by sections of the Town Code to set fees for business licenses (Section 9-1-5 and Section 9-3-7), and for use of public facilities (Section 13-1-2), to be adopted by resolution, and

WHEREAS, departments have submitted to Council recommended fees for services to the public as set forth in Exhibit A incorporated herein by reference,

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE
RESOLVE TO ADOPT THE FOLLOWING FEE SCHEDULES:**

1. *Departmental Fees.* Fees for services to the public as set forth in Exhibit A are hereby adopted, effective October 16, 2009.
2. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
3. *Exceptions for Candidates and Agenda Items.* Council and Mayor candidates may be given agenda packets, budget information, and such other material as may assist them in assuming their position should they be elected, without charge, and any person or organization which has an item on an agenda may be given a copy of that agenda packet without charge.

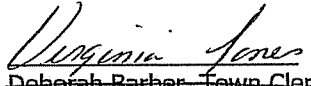
PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of October 7, 2009:



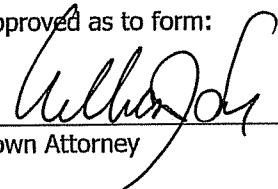
Bob Burnside, Mayor

Date: 10-19-09

Attest:


~~Deborah Barber, Town Clerk~~
Virginia Jones, Deputy Clerk

Approved as to form:



Town Attorney

	A	B	C	D	E	F
1			2008/2009	2009/2010	2009/2010	2009/2010
2			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3			Budget	Recommendation	Recommendation	ADOPTION
4	Clerk's Office					
5	Duplication Rates					
6		Current Agenda Packets (per page)	\$ 0.10	\$ 4.77	\$ 0.10	
7		Minutes	\$ 0.25	\$ 5.10	\$ 0.25	
8		Recordings (per CD)	\$ 2.00	\$ 5.10	\$ 5.00	
9		Public Records (per page)	\$ 0.25	\$ 14.04	\$ 0.25	
10		Business License List (Commercial request)	\$ 200.00	\$ 200.00	\$ 200.00	
11	Notary Fees					
12		No Charge	\$ -	No Rec	\$ -	
13	Publicity Pamphlet					
14		Argument	\$ 200.00	\$ 200.00	\$ 200.00	
15	Business License Fees					
16	New or Change in Ownership or Location					
17		Inspection/Setup Fee	\$ 50.00	\$ 22.48	\$ 25.00	
18		Business License Fee	\$ 30.00	\$ 24.25	\$ 25.00	
19		Casual Business License	\$50.00 per day	no recommendation	\$25.00 Per day	
20		Special Event Vendor	N/A	no recommendation	\$25.00 Per Event	
21	Renewal					
22		Business License Fee (annual)	\$ 30.00	\$ 14.45	\$ 15.00	
23		Name Change in Addition to Annual Fee	\$ 10.00	\$ 7.15	\$ 10.00	
24	Rental Unit Fees					
25	Residential (3 or more)					
26		Inspection/Setup Fee (annual)	\$ 50.00	\$ 22.48	\$ 25.00	
27		Business License (annual)	\$ 30.00	\$ 24.25	\$ 25.00	
28	Commercial (1 or more)					
29		Inspection/Setup Fee (annual)	\$ 50.00	\$ 22.48	\$ 25.00	
30		Business License (annual)	\$ 30.00	\$ 24.25	\$ 25.00	
31	Storage Unit Rental					
32		Inspection/Setup Fee	\$ 50.00	\$ 22.48	\$ 25.00	
33		Business License (Annual)	\$ 30.00	\$ 24.25	\$ 25.00	
34	Liquor License Permits					
35		Application/Posting/Inspection Fee	\$ 150.00	\$ 247.23	\$ 250.00	
36	Business License (annually) + the following:					
37		Series 01 through 14 and Series 16 & 17	\$ 50.00	\$ 50.00	\$ 50.00	
38		Series 15 Special Event (Temporary License - Annually)	\$ 100.00	\$ 100.00	\$ 100.00	
39		One-time Special Event Permit	\$ 50.00	\$ 50.00	\$ 50.00	
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2009-776
Exhibit "A"

	A	B	C	D	E	F
1			2008/2009	2009/2010	2009/2010	2009/2010
2			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3			Budget	Recommendation	Recommendation	ADOPTION
49	Public Works					
50		Site Plan Review	N/A	\$ 355.55	\$225.00 per sheet (1st & 2nd Reviews)	
51		Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	N/A	\$ 694.47	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	
52		Construction Plans and Grading Plans (Civil grading and drainage,	N/A	\$ 1,990.75	\$225 per sheet (includes first 2 reviews; \$250.00 for each subsequent review)	
53		As Built Plan Review	N/A	\$ 93.05	\$93.05 per sheet	
54		Plat Review (Preliminary & Final plat reviews)	N/A	\$ 508.52	\$250 per sheet (includes first 2 reviews; \$150 for each subsequent review)	
55	Right of Way:					
56		Encroachment permit	N/A	\$ 291.00	\$ 291.00	
57	Miscellaneous Plan Review:					
58		Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	N/A	\$ 125.51	\$100.00 per sheet	
59		Any Additional inspections	N/A	N/A	\$50.00 per inspection	
60		Public Improvement Construction Inspection	N/A	N/A	\$ 225.00	
61		Road Cut Permits (excluding utility companies)	\$ 50.00	N/A	\$ 50.00	
62		New Private Road Street Signs (per sign)	\$ 75.00	\$ 76.34	\$ 75.00	
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	A	B	C	D	E	F
1			2008/2009	2009/2010	2009/2010	2009/2010
2			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3			Budget	Recommendation	Recommendation	ADOPTION
79	Municipal Court					
80	ARS §22-404					
81		Minimum Clerk Fee	\$ 17.00	\$ 17.00	\$ 17.00	
82		Research in Locating a Document	\$ 17.00	\$ 17.00	\$ 17.00	
83		Record Duplication	\$ 17.00	\$ 17.00	\$ 17.00	
84		Per Page Fee	\$ 0.50	\$ 0.50	\$ 0.50	
85	Special Fees					
86		Injunction Against Harassment	\$ -	\$ -	\$ -	
87		Domestic Violence Order of Protection	\$ -	\$ -	\$ -	
88	ARS §12-284					
89	Special Fees					
90		Marriage License (includes covenant marriages)	\$ 50.00	\$ 50.00	\$ 50.00	
91		Civil Traffic Default Fee	\$ 50.00	\$ 53.36	\$ 50.00	
92		Warrant Fee	\$ 100.00	\$ 167.47	\$ 150.00	
93		Municipal Court Enhancement	\$ 20.00	\$ 20.00	\$ 20.00	
94		Court Appointed Counsel Fee	\$ 25.00	\$ 25.00	\$ 25.00	
95		Collection fee(\$35 per charge + 19%)	varies	varies	varies	
96		Deferral fee (\$1.00 - \$500.00)	varies	varies	varies	
97						
98	Library					
99		Photocopies	\$ 0.10	\$ 0.05	\$ 0.10	
100		Printouts from Public Access Computers	\$ 0.10	\$ 0.05	\$ 0.10	
101		Temporary Library Card for Seasonal Residents	\$ 25.00	\$ 25.00	\$ 25.00	
102		Card Replacement	\$ 3.00	\$ 4.39	\$ 3.00	
103		Overdue items (our Library) (per day)	\$ 0.10	\$ 0.10	\$ 0.10	
104		Overdue videos (our Library) (per day per item)	\$ 0.50	\$ 0.50	\$ 0.50	
105		Overdue items (inside county)	varies	varies	varies	
106		Overdue items (outside county) (per item)	\$ 1.00	varies	\$ 1.00	
107		Items placed on hold & not picked up w/in 8 days	\$ 1.00	\$ 12.44	\$ 1.00	
108		Lost items - replacement cost + \$5.00 processing fee + overdue fines	varies	\$ 12.44	varies	
109		Items put in Book Drop that are marked "Do not put in Book Drop"	\$ 0.25	\$ 0.50	\$ 0.25	
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1			2008/2009	2009/2010	2009/2010	2009/2010
2			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3			Budget	Recommendation	Recommendation	ADOPTION
115	Marshal's Office					
116		Reports (up to 20 pages)	\$ 5.00	\$ 5.28	\$ 5.00	
117		Additional pages (per page)	\$ 0.25	\$ 0.25	\$ 0.25	
118		911 Tape	\$ 10.00	\$ 8.29	\$ 10.00	
119		Photographs	\$ 10.00	\$ 5.48	\$ 10.00	
120						
121	Animal Shelter					
122		Impound Fee	\$ 25.00	\$ 20.63	\$ 25.00	
123		Additional Fee per night	\$ 10.00	\$ 12.00	\$ 10.00	
124						
125		Animal License Fees		*\$10.32		
126		Altered Dog (purchased before March 1)	\$ 6.00	*\$10.32	\$ 10.00	
127		Unaltered Dog (purchased before March 1)	\$ 8.00	*\$10.32	\$ 12.00	
128		Altered Dog (purchased after March 1)	\$ 10.00	*\$10.32	\$ 12.00	
129		Unaltered Dog (purchased after March 1)	\$ 12.00	*\$10.32	\$ 15.00	
130		No license will be issued without proof of Rabies vaccination.		*		
131	Adoption Fees					
132		Altered Animals	\$ 25.00	*	\$ 35.00	
133		Female Dogs	\$ 80.00	\$ 41.27	\$ 131.50	
134		Male Dogs	\$ 50.00	*	\$ 101.50	
135		Female Cats	\$ 50.00	*	\$ 101.50	
136		Male Cats	\$ 25.00	*	\$ 71.50	
137	* ARS 11-1022 (effective 09/30/09) requires the shelter to have all dogs and cats surgically spayed or neutered before being released for adoption. The increased adoption fees includes the Veterinarian fee for spay and neutering.					
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154	Parks & Recreation					
155	Weight Room Sun-Mon 8:00 a.m. to 8:00 p.m.					

A	B	C	D	E	F
1		2008/2009	2009/2010	2009/2010	2009/2010
2		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3		Budget	Recommendation	Recommendation	ADOPTION
156	Membership				
157	Daily	\$3.00	\$7.22	\$7.00	
158	Monthly	\$15.00	\$121.60	\$30.00	
159	3-Months	\$30.00	\$365.40	\$60.00	
160	Annual	\$100.00	\$1,481.90	\$200.00	
161	Key Cards	\$5.00		\$0.00	
162	Replacement Key Cards	\$10.00		\$0.00	
163	Family Key Cards w/ Family Members	\$25.00		\$0.00	
164	Specialty Classes:				
165	20% of fees to Town/80% to Instructor (adult)			Change to 25/75	
166	15% of fees to Town/85% to Instructor (youth)			Change to 20/80	
167	Pool Fees:				
168	Adults (18 & over):				
169	Per Visit	\$2.00	\$5.40	\$2.00	
170	10 Visits	\$15.00	\$40.52	\$15.00	
171	Season Pass	\$60.00	\$162.08	\$60.00	
172	Children:				
173	Per Visit	\$1.50	\$4.05	\$1.50	
174	10 Visits	\$12.50	\$30.39	\$12.50	
175	Season	\$50.00	\$121.56	\$50.00	
176	Family Pass (Immediate Family Only)				
177	10 Visits	\$25.00	\$70.91	\$25.00	
178	Season	\$100.00	\$283.64	\$100.00	
179	Swim Lessons (30 minutes) two week session 4 days a week	\$21.50	\$59.10	\$21.50	
180	Season passes can be paid in 2 installments - 1/2 on June 1 and remainder on July 1.				
181	Season passes for open swim & Family nights only. Lap swimmers & aerobics my purchase 10 visit passes or pay by visit.				
182	Private Use - Sundays Only (per hour) plus staff wages and \$100 cleaning deposit	\$25.00	\$25.00	\$25.00	
183	Class A- Town co-sponsored Organizational Groups or other Government agencies, Little League, AYSO & Youth Football				
184	Class B-Non-profit, churches, school and civic groups				
185	Class C-Profit Making individuals, groups or organizations				
186	Ball Fields:				
187	Class A (no charge or by agmt)	\$0.00	\$0.00	\$0.00	
188	Class B (no charge or by agmt) per hour	\$0.00	\$18.67	\$20.00	
189	Class C (per hour)	\$10.00	\$18.67	\$40.00	
190	Ball Field Preparation				
191	Class A (no charge or by agmt)	Remove from Schedule			
192	Class B (per day)	Remove from Schedule			
193	Class C (per day)	Remove from Schedule			
194	Soccer Fields				
195	Class A (no charge or by agmt)	\$0.00	no recommendation	no fee	
196	Class B (no charge or by agmt)	\$0.00	\$18.67	\$20.00	
197	Class C (per hour)	\$10.00	\$18.67	\$40.00	
198					
199					
200	Soccer Field Preparation				
201	Class A (no charge or by agmt)	Remove from Schedule			
202	Class B (each time)	Remove from Schedule			
203	Class C (each time)	Remove from Schedule			

2009-776
Exhibit "A"

A	B	C	D	E	F
1		2008/2009	2009/2010	2009/2010	2009/2010
2		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3		Budget	Recommendation	Recommendation	ADOPTION
204	Lights (24-hour cancellation notice required)				
205	Class A (no charge or by agmt)	\$0.00	no recommendation	\$0.00	
206	Class B (per hour)	\$40.00	no recommendation	\$50.00	
207	Class C (per hour)	\$50.00	no recommendation	\$65.00	
208	Miscellaneous Deposits & Fees:				
209	Key Deposit				
210	Class A	\$50.00	\$108.18	\$110.00	
211	Class B	\$50.00	\$108.18	\$110.00	
212	Class C	\$50.00	\$108.18	\$110.00	
213	Banner Pole Deposit				
214	Class A	New	no recommendation	\$0.00	
215	Class B	New	no recommendation	\$50.00	
216	Class C	New	no recommendation	\$50.00	
217	Community Center (Gym)				
218	Class A (no charge or by agmt)	\$0.00	\$0.00	\$0.00	
219	Class B (per hour)	\$50.00	\$137.11	\$75.00	
220	Class C (per hour)	\$100.00	\$137.11	\$140.00	
221	Cleaning Deposit (Class A, B, & C)	\$500.00	\$500.00	\$500.00	
222	Floor Preparation				
223	Class A	\$0.00	\$0.00	\$0.00	
224	Class B	\$50.00	\$62.65	\$65.00	
225	Class C	\$75.00	\$62.65	\$65.00	
226	Meeting Rooms				
227	Class A (no charge)	\$0.00	\$0.00	\$0.00	
228	Class B (per class)	\$20.00	\$25.48	\$25.00	
229	Class C (per class)	\$40.00	\$25.48	\$50.00	
230	Setup Fee:				
231	Class A (per event)	Remove from Scheule			
232	Class B (per event)	Remove from Scheule			
233	Class C (per event)	Remove from Scheule			
234	Park or Ramada Reservation				
235	Class A	\$0.00	\$0.00	\$0.00	
236	Class B	\$10.00	\$3.16	\$5.00	
237	Class C	\$20.00	\$3.16	\$5.00	
238	Sno-Cone Machine Available to non-profits only				
239	Class A (by agreement)	\$0.00	\$0.00	\$0.00	
240	Class B (per day)	\$20.00	\$20.00	\$20.00	
241	Class C	Not Available to Profit making organizations			
242	Jolly Jump Available to non-profits only				
243	Class A (by agreement)	\$0.00	\$0.00	\$0.00	
244	Class B (per day)	\$40.00	\$40.00	\$40.00	
245	Class C	Not Available to Profit making organizations			
246	Electric at Park/Gazebo/Ramada - all classes	\$20.00		\$20.00	
247					
248	Equipment/Facility Fees & Deposits for Non-Sponsored Special Events - New				
249	Cleaning/Security/Damage Deposit				
250	Class B	\$500.00	\$500.00	\$500.00	
251	Class C	\$500.00	\$500.00	\$500.00	
252	Fencing				

2009-776
Exhibit "A"

A	B	C	D	E	F
1		2008/2009	2009/2010	2009/2010	2009/2010
2		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3		Budget	Recommendation	Recommendation	ADOPTION
253	Class B (per panel)	\$5.00	\$5.00	\$5.00	
254	Class C (per panel)	\$10.00	\$5.00	\$10.00	
255	Tent Lighting				
256	Class B	\$20.00	\$108.72	\$50.00	
257	Class C	\$30.00	\$108.72	\$50.00	
258	Stage				
259	Class B	\$150.00	\$3.16	\$150.00	
260	Class C	\$200.00	\$3.16	\$200.00	
261	Ramada/Vendor Electric				
262	Class B	\$100.00	No Recommendation	\$100.00	
263	Class C	\$150.00	No Recommendation	\$150.00	
264	Use of Water				
265	Class B	\$20.00	\$20.00	\$20.00	
266	Class C	\$40.00	\$20.00	\$40.00	
267	Kitchen				
268	Class B (per day)	\$75.00	\$25.48	\$25.00	
269	Class C (per day)	\$100.00	\$25.48	\$50.00	
270	Room 206 & 207				
271	Class B (per day)	\$75.00	\$25.48	\$25.00	
272	Class C (per day)	\$100.00	\$25.48	\$50.00	
273	Room 204				
274	Class B (per day)	\$50.00	\$25.48	\$25.00	
275	Class C (per day)	\$75.00	\$25.48	\$50.00	
276	PA Systems, extension cords, water hoses, cash registers, tables & chairs not available				
277	Community Development				
278	Copies of Maps (plotted or color)				
279	Large	\$30.00	\$20.71	\$30.00	
280	11 X 17	\$10.00	\$4.86	\$5.00	
281	8 X 11	\$5.00	\$4.86	\$5.00	
282	General Plan Amendment				
283	Minor	\$1,000.00	\$1,795.85	\$1,800.00	
284	Major	\$1,500.00	\$2,165.36	\$2,200.00	
285	Map Change for Zoning (ZMC)				
286	To Agriculture zone	\$870.00	\$1,683.06	\$1,700.00	
287	Residential to Residential (50 acres)	\$835.00	\$1,683.06	\$1,700.00	
288	plus \$55 for each additional acre	\$55.00	\$55.00	\$55.00	
289	Residential to Commercial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	
290	plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	
291	Commercial to Industrial (5 acres)	\$1,000.00	\$1,683.06	\$1,700.00	
292	plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	
293	PAD and PUD (for one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	
294	plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	
295	plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	
296	Major Amendment (one (1) acre)	\$835.00	\$1,683.06	\$1,700.00	
297	plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	
298	plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	
299	To Mixed Use/Low Density	\$835.00	\$1,683.06	\$1,700.00	
300	To Mixed Use/High Density	\$835.00	\$1,683.06	\$1,700.00	
301	Minor Land Division	\$165.00	\$103.24	\$165.00	
302	Subdivision Plats				
303	Preliminary Plat (for 10 lots)	\$1,000.00	\$1,971.24	\$2,000.00	
	plus \$10 lot over 10 lots, \$4,300				
304	max fee	\$10.00	\$10.00	\$10.00	
305	Final Plat (for 10 lots)	\$835.00	\$1,374.52	\$1,400.00	

2009-776
Exhibit "A"

A	B	C	D	E	F
1		2008/2009	2009/2010	2009/2010	2009/2010
2		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3		Budget	Recommendation	Recommendation	ADOPTION
306	plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	
307	Amended Plat (for 10 lots) plus \$10 lot over 10 lots, \$4,300 max fee	\$835.00	\$73.16	\$835.00	
308	Final Site Plan PAD Review	\$10.00	\$10.00	\$10.00	
309	Time Extensions	\$550.00	\$140.00	\$550.00	
310		\$110.00	\$300.15	\$300.00	
311	Design Review				
312	Board Review: Commercial Bldg, PUD/PAD	\$350.00	\$1,968.85	\$2,000.00	
313	Director Review: Commercial Bldg	\$100.00	\$89.33	\$100.00	
314	Director Review: Signs	\$50.00	\$48.75	\$50.00	
315	Community Facilities District	\$55,000.00	No recommendation	As determined by the Town Manager	
316	Development Agreement				
317	Revision to Amend	Hrly. Wage of Emp. + Materials	No recommendation	Hrly. Wage of Emp. + Materials	
318	Reconsideration	Hrly. Wage of Emp. + Materials	No recommendation	Hrly. Wage of Emp. + Materials	
319	Use Permits				
320	Open Space Uses	\$370.00	\$1,821.17	\$1,800.00	
321	Residential Uses	\$670.00	\$1,821.17	\$1,800.00	
322	Commercial (RCD, RS, C1 & C2)	\$1,000.00	\$1,821.17	\$1,800.00	
323	Heavy Commercial/Industrial Uses	\$1,000.00		\$1,800.00	
324	Mobile Home Parks (for 10 spaces)	\$1,000.00	\$1,821.17	\$1,800.00	
325	plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	
326	plus \$10 for each additional space	\$10.00	\$10.00	\$10.00	
327	RV Parks	\$1,000.00	\$1,821.17	\$1,800.00	
328	plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	
329	plus \$5 for each additional space	\$10.00	\$10.00	\$10.00	
330	Mini Storage (per 20,000 per sq ft of enclosed spc)	\$1,000.00	\$1,821.17	\$1,800.00	
331	plus \$10 per 1,000 sq ft additional space	\$10.00	\$10.00	\$10.00	
332	RV Storage (per 50 spaces)	\$1,000.00	\$1,821.17	\$1,800.00	
333	plus \$5 for each additional space	\$5.00	\$5.00	\$5.00	
334	Mining (5 acres)	\$1,000.00	\$1,000.00	\$1,000.00	
335	plus \$55 per acre up to 50 acres	\$455.00	\$455.00	\$455.00	
336	plus \$10 for each additional acre	\$10.00	\$10.00	\$10.00	
337	Continuance of Hearing				
338	Before Advertising	\$55.00	\$38.42	\$100.00	
339	After Advertising	\$110.00	\$119.02	\$250.00	
340					
341					
342					
343					
344	Signs				
345	Non-Illuminated \$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 m	\$1 per sq ft - \$10 min	\$1 per sq ft - \$10 minimum	
346	Illuminated \$1 per sq ft - \$10 min	\$1 per sq ft - \$10 m	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	
347	Mural	\$25.00	\$25.00	\$25.00	
348	Off Premise	\$330.00	\$1,821.17	\$1,800.00	

2009-776
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1		2008/2009	2009/2010	2009/2010	2009/2010
2		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3		Budget	Recommendation	Recommendation	ADOPTION
349	Street Abandonment	\$110.00	\$1,890.22	\$1,800.00	
350	Verification Letter	\$110.00	\$165.31	\$170.00	
351	Underground Utilities Exemption	\$25.00	No Recommendation	\$170.00	
352	Wireless Communication				
353	Administrative Review	\$220.00	\$292.66	\$300.00	
354	Administrative Review w/comment	\$550.00	\$366.44	\$400.00	
355	Applications requiring Special UP towers less than 99'	\$1,550.00	No Recommendation	\$1,800.00	
356	Towers 100 to 199'	\$2,100.00	No Recommendation	\$2,100.00	
357	Towers 200' and above	\$2,650.00	No Recommendation	\$2,700.00	
358					
359	Zoning Clearance for Building Permits				
360	Accessory buildings/structures-residential remodel	\$25.00	\$10.63	\$25.00	
361	Residential remodel		\$10.63		
362	Commercial remodel	\$110.00	\$63.93	\$110.00	
363	Commercial .01 per sq ft - minimum \$100	.01 sq ft-min \$100.	\$191.66	.01 sq ft-min \$100.00	
364	Fence .05 per linear ft - minimum \$10	Min. \$10 or .05/L.F	\$10.00	Min. \$10 or .05/L.F	
365	Zoning Clearance for Building Permits (Continued)				
366	Houses	\$85.00	\$21.31	\$85.00	
367	Manufactured Home	\$55.00	\$21.31	\$55.00	
368	THE TOWN COUNCIL DOES HEREBY RESOLVE THAT THESE FEES ARE NECESSARY AND JUSTIFIED FOR THE ENFORCEMENT AND ADMINISTRATION OF THE MODEL CODES AND ORDINANCES GOVERNING GRADING AND CONSTRUCTION WITHIN THE TOW LIMITS AS PROVIDED BY ARS 11-251.08				
370	THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (bvd) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED BI-ANNUALLY IN FEBRUARY AND AUGUST AND IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT. AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES				
371	Grading Permit Fees				
372	50 Cubic Yds or less	\$23.50	None	\$23.50	
373	51 to 100 Cubic Yds	\$37.00	None	\$37.00	
374	101 to 1,000 Cubic Yds (for 1st 100 Cu. Yds)	\$37.00	\$22.90	\$37.00	
375	plus \$17.50 for each addtl cubic yd.				
376	1,001 to 10,000 cubic yds (for 1st 1,000 Cu. Yds) plus \$14.50 for each addtl 1,000 cubic yd	\$194.50	\$114.94	\$194.50	
377	10,001 to 100,000 cubic yd. (for 1st 10,000) plus \$66 for each addtl 10,000 cubic yd	\$325.00	No Recommendation	\$325.00	
378	100,001 cubic yds plus \$36.50 for each addtl 10,000 cubic yd	\$919.00	No Recommendation	\$919.00	
379	BUILDING PERMIT FEES				
380	TOTAL VALUATION		FEES		
381	\$1.00 TO \$500.00		\$23.50		
382	\$501.00 TO \$2,000.00		\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00		

	A	B	C	D	E	F
1			2008/2009	2009/2010	2009/2010	2009/2010
2			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3			Budget	Recommendation	Recommendation	ADOPTION
383		\$2001.00 to \$25,000.00				\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
384		\$25,001 to \$50,000.00				\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
385		\$50,001.00 to \$100,000.00				\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
386		\$100,000.00 to \$500,000.00				\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
387		\$500,001.00 to \$1,000,000.00				\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
388		\$1,000,001.00 and up				\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.
389		NOTE: Unless otherwise noted, the (per sq. ft.) fees below are utilized to establish the cost of construction (labor and materials), to be used in calculating permit fees and do not reflect the cost of the permit.				
390		Miscellaneous Fees				
391		Penalty-Building without a permit	Equal to permit fee	No Recommendation	Equal to permit fee	
392		Inspection outside Normal Business Hrs (per hour - 1 hour min) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	
393		Re-inspection Fees (per inspection) (per hour - 1 hour min)	\$47.00*	No Recommendation	\$47.00*	
394		Inspection fee for which no fee is specifically indicated	\$47.00*	No Recommendation	\$47.00*	
395		Plan Review Fees shall be 65% of the building fee	65 % of Bldg. Fee	No Recommendation	65 % of Bldg. Fee	
396		Additional plan review required by changes, additions or revisions to plans (minimum charge one-half hour) *Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	\$47.00*	No Recommendation	\$47.00*	
397		For use of outside consultants for plan review and inspections, or both **Actual costs include administrative and overhead costs.	Actual Cost**	No Recommendation	Actual Cost**	
398		Fees for All-Over-the Counter Permits				
399		Electrical	\$50.00	No Recommendation	\$50.00	
400		Mechanical	\$50.00	No Recommendation	\$50.00	
401		Plumbing	\$50.00	No Recommendation	\$50.00	
402		Building	\$50.00	No Recommendation	\$50.00	
403		Combination permit will be charged at 50% of the original permit fee				
404		Additional Specific Valuation Data: **Plus Any Utilities Installed				
405		Agricultural Accessory Buildings				
406		A. Barn (wood, metal, or masonry) (per sq ft)**	\$28.65	No Recommendation	\$28.65	
407		B. Shade/Mare Motel/Pole Barn (per sq ft)**	\$15.00	\$20.69	\$15.00	
408		C. Greenhouse (per sq ft)**	\$15.00	\$20.69	\$15.00	

	A	B	C	D	E	F
1			2008/2009	2009/2010	2009/2010	2009/2010
2			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3			Budget	Recommendation	Recommendation	ADOPTION
409		D. Storage Building or Shed (over 200 sq ft) (per sq ft)	87% of BVD Fee	\$11.49	87% of BVD Fee	
410		Alteration to Existing Residential Structure where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space. The valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless otherwise noted.	87% of BVD Fee	Valuation	87% of BVD Fee	
411		Single alteration to an exiting structure - Residential				
412		A. Enclose Exterior Wall Opening (per sq ft)	\$5.00	\$6.90	\$5.00	
413		B. Add or Remove Interior Partition (includes utilities) (per sq ft)	\$30.00	\$41.38	\$30.00	
414		C. Install Window or Sliding Glass Door (per sq ft)	\$7.50	\$10.34	\$7.50	
415		D. Install Exterior Siding (per sq ft)	\$4.00	\$5.75	\$4.00	
416		E. Plastering:				
417		Interior (per sq ft)	\$2.00	\$2.87	\$2.00	
418		Exterior (per sq ft)	\$4.00	\$5.75	\$4.00	
419		F. Add Stone or Brick Veneer (per sq ft) (with no structural changes)	\$4.00	\$5.75	\$4.00	
420		Awning or Canopy** (Supported by Building)				
421		A. Canvas (per sq ft)	\$4.00	\$5.75	\$4.00	
422		B. Metal (per sq ft) (ENGINEERED)	\$8.00	\$11.21	\$8.00	
423		Balcony (per sq ft)	\$15.00	\$20.69	\$15.00	
424		Carpport (IF OVER 200 SQ. FT.)**				
425		A. Wood (per sq ft)	\$15.00	\$20.69	\$15.00	
426		B. Metal (per sq ft)	\$15.00	\$20.69	\$15.00	
427		Demolition of Existing Structure				
428		A. Per Up to two structures on Assessor Parcel Number	\$50.00	\$22.99	\$50.00	
429		B. After 2 structures on same Assessor Parcel # (per structure)	\$25.00	\$22.99	\$25.00	
430		Fireplace/Free Standing Stove (other than new construction)				
431		A. Concrete or Masonry (plans required)	Valuation	Valuation	Valuation	
432		B. Pre-Fabricated Metal (no plans required)	Valuation	Valuation	Valuation	
433		C. Exterior Fireplace/Barbeque (plans required)	Valuation	Valuation	Valuation	
434		Manufactured Housing Foundation (per L.F.)	\$5.00	\$6.90	\$5.00	
435		Master Plan Fee				
436		First Floor Plan (per plan - 65% of Building Fee)	65% of Building Fee	Varies	65% of Building Fee	
437		Each additional Floor Plan under same approved subdivision plat	\$100.00	\$137.93	\$100.00	
438		Patio/Deck/Porch				

	A	B	C	D	E	F
1			2008/2009	2009/2010	2009/2010	2009/2010
2			DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3			Budget	Recommendation	Recommendation	ADOPTION
439		Covered Patio at Grade Level (per sq ft)	\$15.00	\$20.69	\$15.00	
440		Covered Deck Elevated (per sq ft)	\$15.00	\$20.69	\$15.00	
441		Open Deck Elevated (per sq ft)	\$10.00	\$12.93	\$10.00	
442		Screened Porch under Existing Roof Cover (sq ft)	\$6.00	\$8.33	\$6.00	
443		Pre-Fab Metal Awning (ENGINEERED)	\$6.00	\$8.33	\$6.00	
444		Gazebo/Ramada (per sq ft)	\$12.50	\$17.24	\$12.50	
445		Block Wall (fence or free standing wall) (sq ft) (No retaining/surcharge)	\$5.00	\$6.90	\$5.00	
446		Retaining Wall (measured from bottom of footing to top of wall; Walls over 4' require engineered plans) (length X height = sq footage)				
447		A. CMU, concrete (sq ft)	\$15.00	\$20.69	\$15.00	
448		B. Brick reinforced (sq ft)	\$15.00	\$20.69	\$15.00	
449		C. Un-reinforced Manufactured Unit (keystone, pavestone, versalock, etc.) (sq ft)	\$15.00	\$20.69	\$15.00	
450		Roof Structure Replacement (includes trusses, rafters, sheathing, and roofing materials)				
451		A. Asphalt Shingles	Valuation	Valuation	Valuation	
452		B. Clay Tile	Valuation	Valuation	Valuation	
453		C. Wood Shake or Shingle	Valuation	Valuation	Valuation	
454		D. Rolled Roofing	Valuation	Valuation	Valuation	
455		E. Built Up or Hot Mop w/ Aggregate	Valuation	Valuation	Valuation	
456		Shell Building (sq ft)	\$50.00	\$69.54	\$50.00	
457		Swimming Pool (sq ft of water surface area based on length X width) (per sq ft)**				
458		Spa or Whirlpool (includes utilities) (per sq ft)	\$25.00	\$20.69	\$25.00	
459		Stairs (sq ft)	\$7.00	\$8.05	\$7.00	
460		Tenant Improvements	Valuation	Valuation	Valuation	
461		Above Ground Water Tank (over 5000 gallons)				
462		A. Residential	\$100.00	\$114.94	\$100.00	
463		B. Commercial 400	\$400.00	\$459.77	\$400.00	
464		Utilities				
465		Single Permit (electrical, plumbing, or mechanical)				
466		A. Up to \$6,000	\$50.00	\$57.47	\$50.00	
467		B. 6,001 or more (Bldg Permit Fee only per valuation)	Valuation	No Recommendation	Valuation	
468						
469						
470						
471						
472						
473		Combined Permit for single equipment installation only (i.e. electric & mechanical for A/C equipment, building & electric for wood stove, plumbing & mechanical for heater, etc.)				
474		A. Up to \$6,000	\$50.00	\$57.47	\$50.00	
475		B. 6,001 or more (Building Permit Fee only per valuation)	Valuation	No Recommendation	Valuation	
476		For New Construction or Addition				
477		A. Plumbing (sq ft)	\$3.50	\$4.02	\$3.50	
478		B. Electrical (sq ft)	\$2.50	\$2.87	\$2.50	
479		C. Mechanical (sq ft)	\$1.50	\$1.72	\$1.50	
480		Equipment				

A	B	C	D	E	F
1		2008/2009	2009/2010	2009/2010	2009/2010
2		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3		Budget	Recommendation	Recommendation	ADOPTION
481	Air Conditioning Commercial (plans required) (sq ft)	\$4.00	\$4.60	\$4.00	
482	Fire Alarm				
483	A. Commercial (sq ft)	\$0.50	\$0.57	\$0.50	
484	B. Residential (sq ft)	\$0.25	\$0.29	\$0.25	
485	Kitchen Type I or II Hood System (plans req)	Valuation	No Recommendation	Valuation	
486	Solar Installation (plans required)				
487	A. Up to \$6,000 (flat fee)	\$150.00	\$172.41	\$150.00	
488	B. \$6,001 or more	Valuation	No Recommendation	Valuation	
489	Sprinkler System				
490	A. Commercial (sq ft)	\$2.60	\$2.99	\$150.00	
491	B. Residential (sq ft)	\$2.60	\$2.99	\$150.00	
492	Tower (plans required) New Installation				
493	A. Up to \$6,000 (Flat Fee)	\$185.00	\$212.64	\$185.00	
494	B. \$6,001 or more	Valuation	No Recommendation	Valuation	
495	Co-Locate Existing Tower (Plans Required)				
496	A. Up to \$5,000 (Flat Fee)	\$165.00	\$189.66	\$165.00	
497	B. \$5,001 or more	Valuation	No Recommendation	Valuation	
498	Deposits - paid at time of plans submission:				
499	New Commercial Project	\$300.00	\$344.83	Plan Review Fee	
500	New Residence	\$150.00	\$172.41	\$150.00	
501	Remodel/Addition - up to \$5,000	\$25.00	\$28.74	\$25.00	
502	\$5,000 to \$10,000	\$50.00	\$57.47	\$50.00	
503	\$10,000 to \$25,000	\$ 75.00	No Recommendation	\$ 75.00	
504	\$25,000 and up	\$100.00	\$114.94	\$100.00	
505	Grading - up to 1,000 cu yds	\$20.00	\$22.99	\$20.00	
506	1,001 cu yds or more	\$100.00	\$114.94	\$100.00	
507					
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519					
520					
521	Refunds				
522	Plan Check Fees - once review begun	No refund	No Recommendation	No refund	
523	Plan Withdrawn	retain \$50 per hr (minimum charge per hour or calculated plan rrw fee whichever is greater	No Recommendation	retain \$50 per hr (minimum charge per hour or calculated plan rrw fee whichever is greater	
524	Building Permit fees w/ no work started and no inspections called	Retain \$25 or 25%, Whichever is greater	No Recommendation	Retain \$25 or 25%, Whichever is greater	

2009-776
Exhibit "A"

A	B	C	D	E	F
1		2008/2009	2009/2010	2009/2010	2009/2010
2		DEPARTMENT	Fee Allocation Study	Department	COUNCIL
3		Budget	Recommendation	Recommendation	ADOPTION
525	Plumbing, Electrical, Mechanical Fees w/ no work started and no inspections called -	Retain \$10 or 25%, whichever is greater.	No Recommendation	Retain \$10 or 25%, whichever is greater.	
526	Elevator Permit Fees (Table 3-E)				
527	New Installations:				
528	Passenger or Freight elevator, Escalator, moving walk				
529	Up to and including \$40,000.00 of valuation	\$89.00	No Recommendation	\$89.00	
530	A. Over \$40,000 of valuation \$89.00 plus \$1.65 for each \$1000.00 or fraction thereof over \$40,000.00		No Recommendation		
531	Dumbwaiter or private residence elevator Up to and including \$10,000.00 of valuation	\$25.00	No Recommendation	\$25.00	
532	B. Over \$10,000 of valuation \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00		No Recommendation		
533	Major Alterations:				
534	Fees for major alterations shall be based on the value of the project, labor and materials. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch.	Valuation	No Recommendation	Valuation	
535	Elevator Annual Certificates of Inspection Fees (Table 3-E)				
536	Each Elevator	\$41.50	No Recommendation	\$41.50	
537	Each Escalator or Moving Walk	\$24.65	No Recommendation	\$24.65	
538	Each Commercial Dumbwaiter	\$16.75	No Recommendation	\$16.75	
539	(Each Escalator or Moving Walk unit powered by one motor shall be considered as a separate Escalator or moving walk)				
540	Manufactured Housing Permit Fees are established by the State Department of Fire, Building and Life Safety Office of				
541	Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement.				
542	Manufactured Home	\$200.00	No Recommendation	\$200.00	
543	Factory Built/Modular Building	\$600.00 per story	No Recommendation	\$600.00 per story	
544	Mobile Home Rehabilitation	\$102.00	No Recommendation	\$102.00	

**Town of Camp Verde
Community
Development**
PHONE: (928) 567-8513
FAX: (928) 567-7401

Memo

To: Mayor & Council
From: Becky Oium, Building Permit Technician/Administrative Assistant *BO*
CC: Town Manager Mike Scannell, Town Clerk Debbie Barber, Acting Community
Development Director Mike Jenkins and Community Development Staff
Date: October 7, 2009
Re: Assessment of Building Permit Fee Procedures

As per Town Manager Mike Scannell's request, I have researched and I am sharing with you the attachment relative to Building Department Permit Fees and what practice might be best utilized in calculating permit fees so as to cover the cost of operating the Building Department.

BUILDING DEPARTMENT PERMIT FEE PROCEDURES

BACKGROUND

On January 17, 2007 Council approved Resolution 2007-718, adopting fees for Town Services. On September 5, 2007 Resolution 2007-718 was amended to clarify the procedure used to calculate building fees. The amendment specified what resources were used to calculate building permit fees and included the following: 1.) **'Building Valuation Data'**, published in the International Code Council Building Safety Journal, 2.) **The 87% Cost Modifier (Arizona)**, which was issued in the Building Safety Journal in past years, but has since been discontinued, 3.) The building **'Permit Fee Calculation Table'** (Table 3-A) of the '97 Uniform Administrative Code, and 4.) The **'65% Plan Review Fee'** found in Section 304.3 of the '97 Uniform Administrative Code. The information provided in the amendment was based on similar practices used by a number of Building Departments in and around the Verde Valley. The following information will detail each of the four resources used to calculate permit fees, which may serve in providing you with a better understanding of the permit fee procedures currently practiced.

1. Permit fees are representative of the value (labor and materials) of construction. The **Building Valuation Data** table provides construction cost per square foot that is based on national averages of a building's value, which includes the type of materials used to construct the building and what the proposed use of the building will be. For example, a warehouse constructed of steel would be considered more expensive to build than a warehouse constructed of wood frame, therefore it is considered of higher value. See the Building Valuation Data, attached hereto.
2. In addition to the building valuation data table, the Building Safety Journal, in the past, provided a **cost modifier** in which to implement in calculating permit fees. Arizona's cost modifier was set at 87% therefore permit fees are assessed at 87% of the fee per square foot provided in the building valuation, instead of 100%. The Building Safety Journal has since dropped the modifier but in 2007 Council chose to continue the use of the cost modifier and it continues to be part of the permit fee procedure today.
3. The **permit fee calculation table** provides a means to calculate fees based on the value of construction, as outlined above. Table 3-A is found in the 1997 Uniform Administrative Code, attached hereto.
4. **Plan review fees** respectively, are representative of staff time in reviewing construction documents to ensure buildings are designed to meet minimum construction standards, as required by the adopted building codes. Plan review fees are charged at 65% of the building permit fee. The plan review appropriation can be found in the 1997 Uniform Administrative Code Section 304.3, attached hereto. Similar to the examples given above, a restaurant of 2000 square feet, constructed of masonry would be considered more valuable than a warehouse of 2000 square feet, built of the same material, because the expense to build the restaurant would be greater. In addition, the use involves larger numbers of human occupancy and may require a lengthier plan review to ensure all life safety issues are considered. Therefore, the plan review fee for the restaurant would be more significant than that of the warehouse because the restaurant has a greater value and would, in turn, cover the additional staff time required to conduct the plan review.

As mentioned above, the International Code Council dropped the cost modifier and has since provided a formula used to create a 'permit fee multiplier' to assist jurisdictions in establishing permit fees so as to fund code enforcement activities. The permit fee multiplier simplifies the process to determine the estimated value of a building and does not rely on the permit applicant to determine the cost of construction therefore the bidding process does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the value of the building. It is important to note, this particular method of calculating fees focuses on new construction and may not be the best method in calculating permit fees for alterations and/or repairs to existing buildings or other miscellaneous projects, as it is difficult to gauge the scope of work from

one project to another. This formula is provided in the International Code Council Building Safety Journal as part of the Building Valuation Data, attached hereto.

In addition, it seems impractical to assess flat fees for some services provided by the Building Department, based on overhead cost considering the differentiating circumstances and time involved from permit issuance

to certificate of occupancy. It appears to be practical however, to assess flat fees for services such as additional plan review or additional inspections, beyond the scope of a permit. Similarly, the building valuation data does not apply to alterations or repairs to existing buildings and other miscellaneous projects, due to the numerous variations from one to another. These particular projects should be addressed separately from new construction and be charged a permit fee based on the value (labor and materials) of the project using the permit fee calculation table to calculate the total permit fee.

In terms of the Building Department, fee allocations should reflect the cost to operate the department but in light of current economic conditions, including the Town's over-abundance of building valuation from the past year of close to \$18,000,000.00 and the current meager budget, using the aforementioned fee multiplier seems impractical. Staff is recommending Council leave the building permit fee procedures as they are with the exception of discontinuing the use of the 87% Cost Modifier and charging fees at 100% of the building valuation data, as required by Town of Camp Verde Administrative Code Section 7-2-111 regarding fees. In addition, staff recommends charging a flat fee for fire sprinkler permits due to the limited amount of staff time used to process these particular permits, with the exception of potential plan review and inspection requirements, as needed. Fire sprinklers are currently reviewed and inspected by Camp Verde Fire Department through intergovernmental agreement and therefore administrative tasks result in a limited amount of staff time.

In the future, Council may want to consider taking a more comprehensive approach when adopting building permit fees. In our own experience and our understanding from other jurisdictions, the process for determining building permit fees is not only complex in nature, it requires a meticulous and quite extensive process, and most importantly is crucial in achieving fair and just fees.

Building Valuation Data (continued)

accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period

(1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).

- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs^{a, b, c, d}

Group	(2006 International Building Code)	Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	207.99	201.27	196.59	188.35	177.31	172.08	182.33	161.78	155.82
	Assembly, theaters, without stage	188.37	181.65	176.97	168.72	157.73	152.50	162.70	142.19	136.23
A-2	Assembly, nightclubs	160.35	155.84	151.87	146.10	137.40	133.56	140.99	124.59	120.41
A-2	Assembly, restaurants, bars, banquet halls	159.35	154.84	149.87	145.10	135.40	132.56	139.99	122.59	119.41
A-3	Assembly, churches	191.73	185.01	180.33	172.08	161.06	155.82	166.06	145.52	139.56
A-3	Assembly, general, community halls, libraries, museums	162.11	155.39	149.71	142.46	129.82	126.20	136.44	114.89	109.93
A-4	Assembly, arenas	187.37	180.65	174.97	167.72	155.73	151.50	161.70	140.19	135.23
B	Business	161.10	155.30	150.33	143.24	130.34	125.39	137.63	114.22	109.47
	Educational	176.25	170.31	165.47	158.26	148.32	140.74	153.03	130.54	125.61
F-1	Factory and industrial, moderate hazard	97.68	93.20	87.88	84.96	76.10	72.71	81.54	62.67	59.24
F-2	Factory and industrial, low hazard	96.68	92.20	87.88	83.96	76.10	71.71	80.54	62.67	58.24
H-1	High Hazard, explosives	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	N.P.
H234	High Hazard	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	53.24
H-5	HPM	161.10	155.30	150.33	143.24	130.34	125.39	137.63	114.22	109.47
I-1	Institutional, supervised environment	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
I-2	Institutional, hospitals	271.13	265.33	260.35	253.27	239.63	N.P.	247.66	223.51	N.P.
I-2	Institutional, nursing homes	189.55	183.75	178.78	171.69	159.17	N.P.	166.08	143.05	N.P.
I-3	Institutional, restrained	185.16	179.37	174.39	167.30	155.66	149.72	161.69	139.55	132.80
I-4	Institutional, day care facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
M	Mercantile	119.24	114.73	109.76	104.99	95.94	93.10	99.88	83.13	79.95
R-1	Residential, hotels	163.43	157.90	153.72	147.58	137.69	133.97	148.68	124.81	119.99
R-2	Residential, multiple family	136.97	131.44	127.26	121.11	111.35	107.63	122.34	98.47	93.65
R-3	Residential, one- and two-family	129.98	126.37	123.27	120.01	115.61	112.61	118.02	108.33	101.95
R-4	Residential, care/assisted living facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
S-1	Storage, moderate hazard	90.50	86.02	80.70	77.78	69.10	65.71	74.36	55.67	52.24
S-2	Storage, low hazard	89.50	85.02	80.70	76.78	69.10	64.71	73.36	55.67	51.24
U	Utility, miscellaneous	69.10	65.33	61.44	58.37	52.71	49.14	55.08	41.61	39.61

- a. Private Garages use Utility, miscellaneous
 b. Unfinished basements (all use group) = \$15.00 per sq. ft.
 c. For shell only buildings deduct 20 percent.
 d. N.P. = not permitted

Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at www.iccsafe.org/cs/techservices

TABLE 3-A—BUILDING PERMIT FEES

TOTAL VALUATION	FEE
..00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours (minimum charge—two hours)	\$47.00 per hour*
2. Reinspection fees assessed under provisions of Section 305.8	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated (minimum charge—one-half hour)	\$47.00 per hour*
4. Additional plan review required by changes, additions or revisions to plans (minimum charge—one-half hour)	\$47.00 per hour*
5. For use of outside consultants for plan checking and inspections, or both	Actual costs**

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Actual costs include administrative and overhead costs.

ture or building service equipment have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the technical codes. The holder of a partial permit shall proceed with assurance that the permit for the entire building, structure or building service will be granted.

303.2 Retention of Plans. One set of approved plans, specifications and computations shall be retained by the building official for a period of not less than 90 days from the date of completion of the work covered therein; and one set of approved plans and specifications shall be returned to the applicant and shall be kept on the site of the building or work at all times during which the work authorized thereby is in progress.

303.3 Validity of Permit. The issuance of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or the technical codes, or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid.

The issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on thereunder when in violation of these codes or of any other ordinances of this jurisdiction.

303.4 Expiration. Every permit issued by the building official under the provisions of the technical codes shall expire by limitation and become null and void, if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.

A permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.

303.5 Suspension or Revocation. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code and the technical codes when the permit is issued in error or on the basis of incorrect information supplied, or in violation of an ordinance or regulation or the provisions of these codes.

SECTION 304 — FEES

304.1 General. Fees shall be assessed in accordance with the provisions of this section or shall be as set forth in the fee schedule adopted by this jurisdiction.

304.2 Permit Fees. The fee for each permit shall be as set forth in Tables 3-A through 3-H. Where a technical code has been adopted by the jurisdiction for which no fee schedule is shown in

this code, the fee required shall be in accordance with the schedule established by the legislative body.

The determination of value or valuation under any of the provisions of these codes shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire-extinguishing systems and other permanent equipment.

304.3 Plan Review Fees. When submittal documents are required by Section 302.2, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 3-A.

The plan review fees for electrical, mechanical and plumbing work shall be equal to 25 percent of the total permit fee as set forth in Tables 3-B, 3-C and 3-D.

The plan review fee for grading work shall be as set forth in Table 3-G.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 304.2 and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 302.4.2, an additional plan review fee shall be charged at the rate shown in Tables 3-A through 3-G.

304.4 Expiration of Plan Review. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. An application shall not be extended more than once. An application shall not be extended if this code or any other pertinent laws or ordinances have been amended subsequent to the date of application. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

304.5 Investigation Fees: Work without a Permit.

304.5.1 Investigation. Whenever work for which a permit is required by this code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work.

304.5.2 Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as the minimum fee set forth in Tables 3-A through 3-H. The payment of such investigation fee shall not exempt an applicant from compliance with all other provisions of either this code or the technical codes nor from the penalty prescribed by law.

304.6 Fee Refunds. The building official may authorize refunding of a fee paid hereunder which was erroneously paid or collected.

The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.



Building Valuation Data – August 2009

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2010. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2009 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and

does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

* Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB
 Area: 1st story = 8,000 sq. ft.
 2nd story = 8,000 sq. ft.
 Height: 2 stories
 Permit Fee Multiplier = 0.0075
 Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$137.72/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$137.72/sq. ft x 0.0075 = \$16,526

Important Points

- In most cases the BVD does not apply to additions, alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c, d}

Group (2009 International Building Code)	1A	1B	2A	2B	3A	3B	4	5A	5B
A-1 Assembly, theaters, with stage	202.05	195.53	190.98	182.97	172.26	167.18	177.12	157.17	151.38
A-1 Assembly, theaters, without stage	182.99	176.47	171.92	163.91	153.24	148.16	158.07	138.15	132.36
A-2 Assembly, nightclubs	155.74	151.36	147.50	141.90	133.46	129.73	136.94	121.02	116.96
A-2 Assembly, restaurants, bars, banquet halls	154.74	150.36	145.50	140.90	131.46	128.73	135.94	119.02	115.96
A-3 Assembly, churches	186.22	179.70	175.15	167.15	156.44	151.36	161.30	141.35	135.56
A-3 Assembly, general, community halls, libraries, museums	157.46	150.93	145.39	138.38	126.08	122.58	132.53	111.57	106.79
A-4 Assembly, arenas	181.99	175.47	169.92	162.91	151.24	147.16	157.07	136.15	131.36
B Business	154.89	149.31	144.53	137.72	125.27	120.56	132.32	109.78	105.26
E Educational	171.53	165.59	160.55	153.20	141.88	134.72	147.92	123.99	119.32
F-1 Factory and industrial, moderate hazard	94.86	90.51	85.32	82.51	73.88	70.62	79.19	60.84	57.54
F-2 Factory and industrial, low hazard	93.86	89.51	85.32	81.51	73.88	69.62	78.19	60.84	56.54
.1 High Hazard, explosives	88.89	84.54	80.35	76.54	69.09	64.83	73.22	56.05	N.P.
H234 High Hazard	88.89	84.54	80.35	76.54	69.09	64.83	73.22	56.05	51.75
H-5 HPM	154.89	149.31	144.53	137.72	125.27	120.56	132.32	109.78	105.26
I-1 Institutional, supervised environment	159.09	153.50	148.95	142.51	130.74	127.30	138.80	117.44	112.84
I-2 Institutional, hospitals	260.68	255.10	250.32	243.51	230.40	N.P.	238.12	214.91	N.P.
I-2 Institutional, nursing homes	182.27	176.70	171.91	165.10	153.06	N.P.	159.71	137.57	N.P.
I-3 Institutional, restrained	178.01	172.44	167.66	160.85	149.66	143.95	155.45	134.16	127.64
I-4 Institutional, day care facilities	159.09	153.50	148.95	142.51	130.74	127.30	138.80	117.44	112.84
M Mercantile	115.80	111.42	106.56	101.96	93.15	90.42	97.00	80.71	77.65
R-1 Residential, hotels	160.44	154.84	150.29	143.85	132.24	128.80	140.31	118.95	114.35
R-2 Residential, multiple family	134.26	128.66	124.11	117.67	106.72	103.28	114.78	93.42	88.82
R-3 Residential, one- and two-family	126.16	122.65	119.64	116.48	112.21	109.30	114.55	105.15	98.95
R-4 Residential, care/assisted living facilities	159.09	153.50	148.95	142.51	130.74	127.30	138.80	117.44	112.84
S-1 Storage, moderate hazard	87.89	83.54	78.35	75.54	67.09	63.83	72.22	54.05	50.75
S-2 Storage, low hazard	86.89	82.54	78.35	74.54	67.09	62.83	71.22	54.05	49.75
U Utility, miscellaneous	68.86	64.97	60.79	57.48	51.24	47.92	54.61	39.75	37.87

- Private Garages use Utility, miscellaneous
- Unfinished basements (all use group) = \$15.00 per sq. ft.
- For shell only buildings deduct 20 percent
- N.P. = not permitted

Staff Recommendations:

1. Adopt the continued use of the Building Valuation Data to establish permit fees, as adopted under the Town of Camp Verde Administrative Code Section 7-2-111.3 and published in the International Code Council Building Safety Journal bi-annually in February and August.
2. Discontinue the use of the 87% Cost Modifier, formerly provided in the ICC Building Safety Journal and charge fees at 100% of the building valuation data.
3. Adopt the continued use of the Permit Fee Calculation Table (Table 3-A) found in the 1997 Uniform Administrative Code, to calculate permit fees.
4. Adopt to maintain the plan review fee at 65% of the permit fee, as adopted under the Town of Camp Verde Administrative Code Section 7-2-111.4
5. Adopt to maintain miscellaneous fees as they are in the attached fee schedule, with the addition of the flat fee of \$150.00 for fire sprinkler permits, with the exception of additional plan review and inspection fees, if and when required.
6. Adopt procedures to establish and adopt building permit fees in the future.