



**BUILDING DIVISION
REVIEW

REPORT**

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13 PERMIT FEES

Although it is not within the scope of this review to analyze building permit fees, JRD felt that it is an important topic to address because a properly funded Building Division/Department allows for adequate staffing, training, process improvement, and technology. Therefore, it is recommended that the City:

- Assess the adequacy of the current fee structure/fees to ensure full cost recovery for Building Division and City support expenses. This should include a consideration of restructuring fees to create simplified, flat fees for certain types of permits.
- Implement education and technology fees as surcharges to all building permits to ensure adequate training for all staff and to fund technology initiatives as previously described.
- Develop an online fee estimator to assist customers in estimating permit fees prior to permit application submission (See Exhibit VI for City of Tampa example).
- Charge fees for lien searches, which can currently be time-consuming and for which the City is not currently charging.
- Immediately implement a 30% “upfront fee” to cover the costs of plan reviews.

As shown in Figure 24, over half of the customers surveyed (54%) felt that the fees are satisfactory, while only 6% of the customers felt that the fees are not satisfactory or are too high. Twenty-nine percent (29%) did not respond to this question since they were visiting the Division for the first time and did not have prior experience with the fees.

Figure 24 – Fees

