



# City of Columbus

## Legislation Report File Number: 3258-2018

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

### 30-Day

**File ID:** 3258-2018 **Type:** Ordinance **Status:** Passed

**Version:** 1 **\*Committee:** Rules & Reference Committee

**File Name:** 2019 Building and Zoning Services Revised Fee **File Created:**  
11/15/2018

Schedule

**Final Action:** 12/13/2018

### Auditor Cert #:

**Auditor:** When assigned an Auditor Certificate Number I, the City Auditor, hereby certify that there is in the treasury, or anticipate to come into the treasury, and not appropriated for any other purpose, the amount of money specified hereon, to pay the within Ordinance.

**Contact Name/No.:** Paul Freedman; 614-645-7040

### Floor Action (Clerk's Office Only)

### Mayor's Action

### Council Action

Mayor	Date	Date Passed/ Adopted	President of Council
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Veto	Date		City Clerk
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### Title:

To adopt a new Combined Development Related Fee Schedule for the Departments of Building and Zoning Services, Public Service and Public Safety, to be effective on Monday, January 14, 2019; and to amend City Code Section 3381.17 relating to sign erector license fees.



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**Sponsors:** Priscilla Tyson

**Attachments:** ORD3258-2018\_2019 Combined Development Related  
Fee Schedule\_Jan 14.pdf

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	2	11/16/2018	Michael Bowen	Approved	11/20/2018
1	3	11/21/2018	ATTORNEY APPROVER	Approved	11/20/2018
<b>Notes:</b> wsb					
1	4	11/21/2018	Heather Treanor	Approved	11/23/2018
1	5	11/21/2018	Aileen Heiser	Approved	11/23/2018
1	6	11/21/2018	Ekow Dennis	Approved	11/22/2018
1	7	11/26/2018	Steve Wentzel	Approved	11/22/2018
1	8	11/26/2018	Adam Robins	Approved	11/28/2018
1	9	11/26/2018	Joe Lombardi	Delegated	
<b>Notes:</b> Delegated: Out Of Office					
1	10	11/26/2018	Dan Giangardella	Approved	11/27/2018
1	11	11/26/2018	ODI APPROVER	Approved	11/28/2018
1	12	11/26/2018	Auditor Reviewer	Approved	11/28/2018
<b>Notes:</b> MNK/blp					
1	13	11/28/2018	AUDITOR APPROVER	Approved	11/28/2018
<b>Notes:</b> MNK/mah					
1	14	11/28/2018	ATTORNEY APPROVER	Approved	11/30/2018
<b>Notes:</b> wsb					

### History of Legislative File

Ver.	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Columbus City Council	12/03/2018	Read for the First Time				



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1	Columbus City Council	12/10/2018	Approved	Pass
1	COUNCIL PRESIDENT	12/10/2018	Signed	
1	MAYOR	12/12/2018	Signed	
1	ACTING CITY CLERK	12/13/2018	Attest	

**ODI:** Following the review and approval, when required, the Office of Diversity and Inclusion certifies compliance with Title 39 as of date listed.

**City Attorney:** Following review and approval, when required, this ordinance has been reviewed by the City Attorney's Office as to its form and legality only.

### Explanation

#### BACKGROUND:

The Development Services Special Revenue Fund was created to support the activities of the Department of Building and Zoning Services and other agencies charged with the review of private development, construction review, and inspection processes. This fund is supported solely by fees collected from the users of these services associated directly with the private development, construction review, and inspection processes.

The current fee structure has been fully reviewed and compared to the actual cost incurred by the Department of Building and Zoning Services and other reviewing agencies and partners. As a result of this review, some fees have decreased, some have increased, while others have been simplified and condensed to make it easier for developers, contractors and homeowners to better anticipate development and construction related costs.

These proposed fee schedule changes have been reviewed by the Building Services Review Council (BSRC).

**FISCAL IMPACT:** Fees have been revised to better reflect the City's actual costs associated with the private development processes.

### Title

To adopt a new Combined Development Related Fee Schedule for the Departments of Building and



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Zoning Services, Public Service and Public Safety, to be effective on Monday, January 14, 2019; and to amend City Code Section 3381.17 relating to sign erector license fees.

### Body

**WHEREAS**, the Development Services Special Revenue Fund was created to support the activities of the Department of Building and Zoning Services and other agencies charged with the review of private development and construction review process; and

**WHEREAS**, the cost of all private development and construction review and inspection services were to be made self-sustaining through the creation of a special revenue fund called the Development Services Special Revenue Fund; and

**WHEREAS**, this fund is supported solely by fees collected from the users of these services associated directly with the private development and construction review and inspection process; and

**WHEREAS**, the current fee structure has been fully reviewed and compared to the actual cost incurred by the Department of Building and Zoning Services and other reviewing agencies and partners; and

**WHEREAS**, as a result of this review, some fees have decreased, some have increased, while others have been simplified and condensed to make it easier for developers, contractors and homeowners to better anticipate development and construction related costs; and

**WHEREAS**, these proposed fee schedule changes have been reviewed by the Building Services Review Council (BSRC); and

**WHEREAS**, it is necessary to amend City Code Section 3381.17 relating to sign erector license fees; and

**WHEREAS**, it has become necessary in the usual daily operation of the Departments of Building and Zoning services to adopt a new Combined Development Related Fee Schedule for the Departments of Building and Zoning Services, Public Service and Public Safety, to be effective on Monday, January 14, 2019; now, therefore:

### BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS

**SECTION 1.** That the attached revised Combined Development Related Fee Schedule for the



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Departments of Building and Zoning Services, Public Service and Public Safety, as authorized by City Code Section 4103.14, shall be incorporated fully as if set out at length herein and shall be utilized as the fee schedule for all functions and fees subject to it and shall become effective on January 14, 2019, or the earliest period allowed by law.

**SECTION 2.** That the funds necessary for any refunds are hereby deemed appropriated.

**SECTION 3.** That the existing Combined Development Related Fee Schedule, initially adopted by Ordinance #2635-2013, which became effective January 6, 2014, and all amendments thereto, is hereby repealed.

**SECTION 4.** That the existing Section 3381.17 of the Columbus City Codes is hereby amended to read as follows:

### **3381.17 - License fees.**

(A) A fee, as established by the fee schedule, shall be charged for each of the following conditions:

- (1) The application;
- (2) The department-issued license;
- (3) The renewal of a department-issued license.

All such fees for a department-issued license are nonrefundable.

(B) In addition to the fees described above, there may be other fees stipulated by this code included in the fee schedule that pertain to a department-issued license. All such fees are nonrefundable.

(C) For accelerated processing, the fee shall be equal to that prescribed by the fee schedule.

~~(D) For licenses that would last longer than one year due to the prescribed expiration time frames, the fee as prescribed in the fee schedule shall be prorated on a monthly basis for the period that exceeds the initial 12 months.~~

Any person serving in the United States Armed Forces shall be exempt from license fees during the period of his or her active duty and his or her license may be renewed within 90 days of termination of active duty.

**SECTION 5.** That prior existing section 3381.17 of the Columbus City Codes is hereby repealed.

**SECTION 6.** That this ordinance shall take effect and be in force from and after the earliest period provided by law.

## **2019 Combined Development Related Fee Schedule** **Effective January 14, 2019**

### **GENERAL INFORMATION**

Per Columbus City Code (C.C.) sections 4103.14 and 901.01, fees are charged to defray the costs of providing services associated with reviewing plans, issuing permits, conducting inspections, keeping records, and other related activities. Additionally, fees are collected to reimburse for the costs of land use regulating activities, such as rezoning and applications for variances, site engineering plans, contractor licensing, and other assorted items related to the development process.

### **PAYMENT OF FEES**

All fees are non-refundable except as expressly identified in Section 4113.17 of the Columbus City Code. When applicable, base fees are per structure. All fees are due and payable at time of submission. Fees that are based upon square footage refer to the gross square footage of all areas of construction as specified in C.C. 4113.43.

### **INDEX**

PART A – GRAPHICS AND BILLBOARD FEES .....	2
PART B – ZONING FEES .....	3
PART C – BUILDING FEES .....	6
PART D – LICENSE AND REGISTRATION FEES .....	15
PART E – ENGINEERING PLAN REVIEW AND ADDRESS CREATION .....	17
PART F – INFRASTRUCTURE TRANSPORTATION CONSTRUCTION INSPECTION FEES .....	19
PART G – ADMINISTRATIVE FEES .....	20
PART H – HOUSING CODE FEES .....	22

## **PART A – GRAPHICS AND BILLBOARD FEES**

<b>Graphics and Billboard Permit Fees:</b>	
<b>Face Replacement</b>	\$200
<b>Miscellaneous Permit</b> (32 sq. ft. or less)	\$200
<b>Temporary Permit</b>	\$75
<ul style="list-style-type: none"> <li>First Renewal</li> </ul>	No charge
<b>Installation Permit</b>	
<ul style="list-style-type: none"> <li>Less than 100 square feet and no plan review needed</li> </ul>	\$300
<ul style="list-style-type: none"> <li>More than 100 square feet OR if plan review is needed</li> </ul>	\$350
<b>Billboard Permit</b> (includes 1 inspection)	\$1,500

## **PART B - ZONING FEES**

<b>Zoning Clearance Fees</b>	
<b>Preliminary Zoning Clearance Review</b>	\$90 per hour
<b>Zoning Clearance Only</b> (no associated building permit)	
• 1-4 dwelling units	\$90
• All others	\$475
<b>Regulating Plan Review</b>	\$475

<b>Board of Zoning Adjustment Fees</b>	
<b>Special Permit or Variance or combination of the two</b>	
• 1-4 dwelling units	\$300
• All others	\$1,500
• Administrative Appeal per C.C.3307.07	No Fee

<b>Graphics Commission Fees</b>	
<b>Special Permit, Variance or Graphics Plan per C.C.3375.12(A)(B)(C)(D) or any combination of the three in the same application</b>	
• 1-4 dwelling units	\$300
• Actions related to Misc. Graphics Permit	\$300
• All other action including Graphics Plans	\$1,500



**2019 Combined Development  
Fee Schedule**

### Graphics Commission Fees

<ul style="list-style-type: none"> <li>Graphics Plan (when applied for in conjunction with a pending rezoning or Council Variance application)</li> </ul>	\$750
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### Council Variance Fees

<ul style="list-style-type: none"> <li>1-4 dwelling units</li> </ul>	\$300
<ul style="list-style-type: none"> <li>All others without rezoning</li> </ul>	\$1,500 first acre plus \$150 each additional acre or fraction thereof - not to exceed \$7,000
<ul style="list-style-type: none"> <li>All others submitted in conjunction with a rezoning</li> </ul>	\$750 first acre plus \$75 each additional acre or fraction thereof - not to exceed \$3,500

### Zoning Map Amendments Fees

<ul style="list-style-type: none"> <li>Limited District, PUD or CPD</li> </ul>	\$3,000 first acre plus \$300 each additional acre or fraction thereof - not to exceed \$15,000
<ul style="list-style-type: none"> <li>All other zoning districts</li> </ul>	\$1,500 first acre plus \$150 each additional acre or fraction thereof - not to exceed \$7,000
<ul style="list-style-type: none"> <li>Amendments of zoning or variance after passage</li> </ul>	Same as applicable rezoning fee

### Tabling of Application Fees

(for Development Commission, Board of Zoning Adjustment or Graphics Commission)

#### Tabling

<ul style="list-style-type: none"> <li>1-4 dwelling units</li> </ul>	\$100
<ul style="list-style-type: none"> <li>All others</li> </ul>	\$300

Administrative Waiver Fees	
<b>Administrative Surface Waiver</b> (C.C. 3312.43)	\$775

## **PART C - BUILDING FEES**

<b>1, 2, and 3 Family Dwelling Building Permit Fees</b>	
<b>New Construction</b>	
• 5 inspection permit	\$675
• 6 inspection permit	\$800
<b>Additions, Alterations and Accessory Structures</b> (includes 2 inspections)	\$225
<b>Mechanical, Electrical and Plumbing</b> (includes 2 inspections)	\$150
<b>Minor Work Permit</b> (scope of work must be listed in approved minor work permit list)	\$75
<b>Roof</b> (includes 1 inspection) (may be combined with Siding, Windows, and Doors)	\$75
<b>Siding</b> (includes 1 inspection) (may be combined with Roof, Windows, and Doors)	\$75
<b>Windows/Doors</b> (includes 1 inspection) (may be combined with Roof and Siding)	\$75
<b>Deck</b> (includes 3 inspections)	\$200
<b>Fence</b> (includes 2 inspections)	\$150

## 1, 2, and 3 Family Dwelling Building Permit Fees

<b>Advance Construction Start</b> (includes 1 inspection)	\$75
<b>Demolition</b> (includes 1 inspection)	\$150

## Multi-Family Dwelling Building Permit Fees

<b>New Construction</b> (includes 2 inspections) (no square footage charge beyond first permit for multiple permits with same design submitted at the same time for the same parcel)	\$450 plus \$4 for each 10 gross square feet or portion thereof over 1,000 square feet - not to exceed \$50,000
<b>Additions, Alterations and Accessory Structures</b>	
<ul style="list-style-type: none"> <li>1 inspection permit</li> </ul>	\$300 plus \$4 for each 10 gross square feet or portion thereof over 1,000 square feet - not to exceed \$50,000
<ul style="list-style-type: none"> <li>2 inspection permit</li> </ul>	\$450 plus \$4 for each 10 gross square feet or portion thereof over 1,000 square feet - not to exceed \$50,000
<b>Foundation</b> (includes 2 inspections) (no square footage charge beyond first permit for multiple permits with same design submitted at the same time for the same parcel)	\$450 plus \$4 for each 10 gross square feet or portion thereof over 1000 square feet – not to exceed \$10,000
<b>Mechanical, Electrical and Plumbing</b>	
<ul style="list-style-type: none"> <li>1 inspection permit</li> </ul>	\$300
<ul style="list-style-type: none"> <li>2 inspection permit</li> </ul>	\$450

Multi-Family Dwelling Building Permit Fees	
<b>Minor Work Permit</b> (scope of work must be listed in approved minor work permit list)	\$75
<b>Roof</b> (may be combined with Siding, Windows, and Doors)	
• Garages Only (includes 1 inspection)	\$75
• Shingle Roofs (includes 1 inspection)	\$300
• Non-Shingle Roofs (includes 2 inspections)	\$450
<b>Siding</b> (includes 1 inspection) (may be combined with Roof, Windows, and Doors)	\$200
<b>Windows/Doors</b> (may be combined with Roof and Siding)	
• 1 Unit Only (includes 1 inspection)	\$75
• More than Unit (includes 1 inspection)	\$200
<b>Deck</b> (includes 3 inspections)	\$200
<b>Fence</b> (includes 2 inspections)	\$150
<b>Parking Lots</b> (includes 2 inspections)	\$200
<b>Advance Construction Start</b> (includes 1 inspection)	\$75
<b>Demolition</b> (Includes 1 inspection)	\$150 plus \$60 per 1,000 square feet or portion thereof - not to exceed \$3,000

**2019 Combined Development  
Fee Schedule**

<b>Commercial/Mixed Use Building Permit Fees</b>	
<b>New Construction, Additions, Alterations and Accessory Structures</b> (includes 2 inspections)	\$450 plus \$4 for each 10 gross square feet or portion thereof over 1,000 square feet - not to exceed \$50,000
<b>Mechanical, Electrical and Plumbing</b>	
• 1 inspection permit	\$300
• 2 inspection permit	\$450
<b>Minor Work Permit</b> (includes 1 inspection) (scope of work must be listed in approved minor work permit list)	\$150
<b>Phased Construction</b> (must be pre-approved by the Chief Building Official) (includes 2 inspections)	
• Three or more phase projects	\$450 plus \$3 for each 10 gross square feet or portion thereof over 1,000 square feet for each phase - not to exceed \$50,000
<b>Foundation</b> (includes 2 inspections)	\$450 plus \$4 for each 10 gross square feet or portion thereof over 1000 square feet - not to exceed \$10,000
<b>Temporary Structures</b> (tents, stages, etc.) (includes 1 inspection)	\$300
<b>Festival</b> (includes electrical permit fee if necessary)	\$75

Commercial/Mixed Use Building Permit Fees	
<b>Roof</b>	
• Shingle Roofs (includes 1 inspection)	\$300
• Non-Shingle Roofs (includes 2 inspections)	\$450
<b>Siding</b> (includes 1 inspection)	\$300
<b>Windows/Doors</b> (includes 1 inspection)	\$300
<b>Deck</b> (includes 2 inspections)	\$450
<b>Fence/Patio</b> (includes 2 inspections)	\$450
<b>Parking Lots</b> (includes 2 inspections)	\$200
<b>Advance Construction Start</b> (includes 1 inspection)	\$75
<b>Single Inspection Permit</b>	\$300
<b>Demolition</b> (includes 1 inspection)	\$150 plus \$60 per 1,000 square feet or portion thereof - not to exceed \$3,000

**2019 Combined Development  
Fee Schedule**

## Fire Alarm and Suppression Permit Fees

### Fire Suppression

(includes 2 inspections)

• 1-19 sprinklers	\$300
• 20 or more sprinklers	\$500 plus \$1.50 per sprinkler
• Standpipe	\$450 plus \$50 per standpipe when not included with sprinkler installation
• Independent suppression system (such as wet or dry chemical, clean agent, Halon, etc.)	\$450 plus \$60 per independent suppression system

### Fire Alarm, Detection, Suppression and Activation Devices

(includes 2 inspections)

• 1-9 devices • Limited scope project	\$300
• 10 or more	\$500 plus \$2.50 per device
<b>Repair Replace Permit</b> (includes 1 inspection)	\$75

## Miscellaneous Fees

<b>Additional Inspection Trip</b>	\$150
<b>After Hour Inspection</b>	
• Fee for first 2 hours	\$450 per inspector
• Each additional hour	\$150 per inspector
<b>Appeal of a Building Code</b> (Columbus Building Commission Appeals)	\$250



<b>Miscellaneous Fees</b>	
<b>Building Card Replacement</b>	\$35
<b>Certificate of Occupancy</b>	
<ul style="list-style-type: none"> <li>Certificate of Occupancy for an existing building not associated with a building permit - Commercial/Multi Family (4 or more dwelling units)</li> </ul>	\$575
<ul style="list-style-type: none"> <li>Certificate of Occupancy for an existing building not associated with a building permit - 1,2,3 Family dwelling units</li> </ul>	\$400
<ul style="list-style-type: none"> <li>Occupying without a Certificate of Occupancy</li> </ul>	\$1,725
<ul style="list-style-type: none"> <li>Time-Limited Occupancy</li> </ul>	\$750
<ul style="list-style-type: none"> <li>Partial Occupancy</li> </ul>	\$150
<ul style="list-style-type: none"> <li>Model Home with Sales Office</li> </ul>	\$300
<b>Critical Observation Reports</b>	
<ul style="list-style-type: none"> <li>Late fee if not filed in time</li> </ul>	\$500
<ul style="list-style-type: none"> <li>Per quarter (Building remains non-compliant)</li> </ul>	\$500
<b>Commercial and Multi-Family Plan Revisions, Independent Plan Review or Re-review</b>	
<ul style="list-style-type: none"> <li>First hour</li> </ul>	\$300
<ul style="list-style-type: none"> <li>Each additional hour or portion thereof</li> </ul>	\$150
<b>Consulting Inspection</b>	\$150 per hour

<b>Miscellaneous Fees</b>	
<b>Emergency Response Inspection – Commercial</b>	
• First 2 hours	\$450
• Each additional hour or portion thereof	\$150
<b>Examination Appeals Variance and Research Fees</b>	
• Preliminary or maximum capacity reviews, or Building Official letter	\$150 per hour
• Re-certification to duplicate plans	\$150 per hour
• 1, 2 & 3 Family Residential Plan Review/Revision	\$125 per hour
<b>Non-Permit Inspection</b>	
• Minor Inspection	\$75
• All Others	\$150
<b>Onsite Plan Review</b>	\$150 per hour
<b>Permit Description Revision</b>	\$75 per permit
<b>Permit Extensions</b>	\$100 per permit
<b>Secure Permit</b> (includes 1 inspection)	\$150
<b>Team Inspections</b>	\$150 per inspector per hour
<b>Understated Permit Fee</b> (device or scope fee plus normal permit fee)	\$150

**2019 Combined Development  
Fee Schedule**

## Miscellaneous Fees

### Working Without a Permit

• Level 1	\$225
• Level 2	\$675
• Level 3	\$1,350
• Level 4	\$2,500

## Expedited Service Fees

(Expedited service fees are charged in addition to applicable standard fees)

### After Hours Plan Review Fee

• Base fee and first 2 hours of review	\$1,500
• Each additional hour of review or portion thereof	\$150

### After Hours Plan Revision Review Fee

• Base fee and first 2 hours of review	\$750
• Each additional hour of review or portion thereof	\$150

### Walkthrough Permit Fee

	\$1,500
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## **PART D – LICENSE AND REGISTRATION FEES**

<b>New Application Fees</b>	
<b>Application Fee</b> (applies to Home Improvement Contractor, HIC-Limited, Demolition, Journeyman Plumber, Sign Erector-General, Sign Erector-Limited)	\$185

<b>Annual Contractor License Fees</b>	
<b>Home Improvement Contractor</b>	\$350
<b>HIC – Limited</b>	\$350
<b>Journeyman Plumber</b>	\$75
<b>Sewer, Water, Sewer/Water Contractor</b> (Prior approval required from Public Utilities)	\$350
<b>Sign Erector - General</b>	\$350
<b>Sign Erector - Limited</b>	\$350
<b>All Other Licenses</b>	\$350

<b>Annual Contractor Registration Fees</b>	
<b>General Contractor</b>	\$350
<b>Demolition Contractor</b>	\$350
<b>Fire Protection/Alarm Company</b>	\$350
<b>Fire Protection/Fire Alarm Contractor (Certified Installer)</b>	\$350

### Annual OCILB Contractor Registration Fees

Electrical Contractor	\$350
Plumbing Contractor	\$350
HVAC Contractor	\$350
Hydronics Contractor	\$350
Refrigeration Contractor	\$350

### Other Fees per License or Registration

Additional Licenses or Registrations	\$200 annually
Change of Assignment of License or Registration	\$75
Elective Suspension (Escrow)	\$75
<b>Late Fees</b>	
• 0-30 days	No Charge
• 31-90 days	\$150
• Over 90 days	New License Required

## **PART E - ENGINEERING PLAN REVIEW AND ADDRESS CREATION**

<b>Site Engineering Fees</b>	
<b>Plan Review Street Construction and Storm/Sanitary Sewer, Waterline Only Plan</b>	\$85 per hour
<b>Preliminary Commercial Site Plan</b>	No Charge
<b>Preliminary and Final Plats</b>	\$1,000
<b>Final Site Compliance Plans</b>	
• New application	\$475
• Revision	\$200
<b>Grade and Fill Plans</b>	
• New application	\$475
• Revision	\$200
<b>Storm Water Pollution Prevention Plans (SWPPP)</b>	
• New application	\$475
• Revision	\$200
<b>Lot Splits</b>	\$350

<b>Address Creation Fees</b>	
<b>Additions, Renovations and/or Remodeling</b>	\$100 per address
<b>Multi-family Dwelling, Commercial Property</b>	\$195 per 10 addresses

Address Creation Fees	
<b>1,2,3 Family Dwelling</b>	\$100 per hour
<b>Rezoning Applications</b>	\$100 per lot
<b>Demolition Permits</b>	\$100 per building
<b>Miscellaneous Site Amenities</b>	\$100 per sign, structure, etc.

**PART F – INFRASTRUCTURE TRANSPORTATION CONSTRUCTION**  
**INSPECTION FEES**

<b>Classification</b>	<b>Standard Rate (per hour)</b>	<b>Overtime Rate (per hour)</b>	<b>Double-time Rate (per hour)</b>
<b>Engineer IV</b>	\$152.00	\$228.00	\$304.00
<b>Engineer III</b>	\$123.00	\$184.50	\$246.00
<b>Engineer II</b>	\$104.00	\$156.00	\$208.00
<b>Engineer I</b>	\$83.00	\$124.50	\$166.00
<b>Engineering Associate III</b>	\$86.00	\$129.00	\$172.00
<b>Engineering Associate II</b>	\$78.00	\$117.00	\$156.00
<b>Engineering Associate I</b>	\$77.00	\$115.50	\$154.00
<b>Surveyor</b>	\$112.00	\$168.00	\$224.00
<b>Surveyor-In-Training I</b>	\$83.00	\$124.50	\$166.00
<b>Engineer-In-Training II</b>	\$78.00	\$117.00	\$156.00
<b>Engineer-In-Training I</b>	\$71.00	\$106.50	\$142.00
<b>Management Analyst II</b>	\$107.00	\$160.50	\$214.00
<b>Management Analyst I</b>	\$85.00	\$127.50	\$170.00
<b>Student Intern II</b>	\$37.00	\$55.50	\$74.00
<b>Prevailing Wage Coordinator</b>	\$94.00	\$141.00	\$188.00
<b>Construction Inspector</b>	\$72.00	\$108.50	\$144.00



## **PART G – ADMINISTRATIVE FEES**

<b>Copy Fees</b>	
<b>Photographic</b>	\$ 0.05 per page

<b>Record Search Fees</b>	
<b>Record searches, including transcript for appeal, will be conducted upon receipt of a specific written request providing the following information:</b> <ol style="list-style-type: none"> <li>1. Address or addresses needed</li> <li>2. Type of record(s) needed</li> <li>3. Oldest dates needed</li> </ol>	\$0.05 per page
<b>Certified Letter</b> – a signed, dated and sealed statement of the results of a record search which certified authenticity of record copies attached (including Zoning Confirmation letters).	\$50

<b>Computer Service Fees</b>	
<b>GIS Mapping</b>	\$50 per hour or portion thereof
<b>Mounting of a hard copy</b>	\$10 for first 4 linear feet plus \$3 for each additional linear foot
<b>Digital version</b>	\$5 per media
<b>Printout of existing programmed report</b>	\$ 0.05 per page
<b>Programming time for a special report (2 hour minimum)</b>	\$50 per hour

### Miscellaneous Fees

<b>Stenographic Transcripts</b>	\$25 plus \$5 per page
<b>Address Label Format</b>	\$3 per page or any portion thereof

### General Fees

<b>For newly initiated area of regulation during the first year or any portion thereof</b>	\$75
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## **PART H – HOUSING CODE FEES**

<b>Inspection</b>	
<b>Code Letter Inspection</b> – There is a 90-day limitation on re-inspection for a code letter. After the 90th day, payment of fee is required for a new original code letter.	\$240 per dwelling unit
<b>Follow-up Inspection</b>	\$145 per dwelling unit

<b>Dwelling Unit License – Shared Bath</b>	
<b>Previously unlicensed facility or license that has expired</b>	\$390 plus \$80 for each bathroom in excess of 2 and so shared
<b>Annual Renewal</b> – renewal occurring up to 60 days before annual renewal date	\$185 plus \$80 for each bathroom in excess of 2 and so shared
<b>Replacement of lost license</b>	\$80

<b>Rooming House License</b>	
<b>Previously unlicensed facility or license that has expired</b>	\$240 plus \$35 for each rental room in excess of 5
<b>Annual Renewal</b> – renewal occurring up to 60 days before annual renewal date	\$185 plus \$35 for each rental room in excess of 5
<b>Replacement of lost license</b>	\$80

<b>Junk Yard License</b>	
<b>Previously unlicensed facility or expired license</b>	\$520 first acre plus \$60 for each additional acre or portion thereof to a maximum of \$820
<b>Renewal</b>	\$370 first acre plus \$60 for each additional acre or portion thereof to a maximum of \$670
<b>Re-inspection</b>	\$100
<b>Replacement of lost license</b>	\$80