MEMORANDUM

To: Honorable Mayor & City Council

From: Stephanie Biggs, Administrative Assistant and Toni Kunz, City Administrator

Date: October 19, 2026

Agenda Item: 6A Staff Reports: FY26|Q4 Permitting

Customer Service and General Duties:

Permitting serves as the path to manage community growth, construction, and property development, by adhering to the Comprehensive Master Plan. Permitting wears multiple hats, handling everything from customer service, initial plan reviews, and fee calculation to code compliance, permit issuance, and producing certificates of occupancy.

- Customer service and guidance through the city's processes by assisting homeowners, business owners, and contractors with the application process, interpretation of local ordinances, and clarifying which forms or fees are required. Assessing and collecting permit, plan review, and impact fees based on project valuation or square footage.
- Plan review and code compliance through in-house reviews, evaluating architectural, structural, and site plans to ensure they comply with adopted international, state and local building codes (e.g., building, fire, plumbing, electrical, and energy codes).
- Zoning and land use verification by ensuring the proposed projects align with the city's comprehensive master plan and ordinances (e.g., setbacks, allowable land use, building height limits, and lot coverage).
- Departmental and entity coordination with other departments in the city, county, and state, as well as those performing our outsourced engineering and inspections.
- Field inspections for milestone construction project checks coordinated between permit holder and contracted third-party inspectors, such as foundation pours, framing, rough-in trades, insulation, and final build-outs.
- Code enforcement coordination to make sure construction matches approved plans and issuing correction notices or stop-work orders if violations occur.
- Certificates of Occupancy (CO) coordination of final walkthroughs and issuing a CO once a project successfully passes all safety and code requirements, legally allowing the space to be occupied.
- Maintain accurate archives of historical files, permits, plans, and inspection logs for public and legal reference.
- Provide administrative information to commissions and boards for the purpose of performing their duties, such as the Planning and Zoning Commission, and the Board of Adjustment.

Permitting Department in FY26Q4 from July 1 to September 30, 2026 is as follows:

Type	Quantity	Fees Collected
Permits issued (Contractor/Sign/C of O)	34	$1,830.00
Contractor Registrations	7	$350.00
Variance Requests	1	$100.00
Re-zoning Requests	1	$100.00
Vendor/Solicitor Permits issued	113	$1,040.00
Special Event Permits issued	2	$700.00
Total for Q4		**$4,120.00**
Permit projects closed (Contractor)	20	

Plans for improvement:

- Tiffany Lee is the City's new Permitting Clerk who will be trained to use City Ordinances, The Comprehensive Master Plan, and all other available resources to perform all the required duties efficiently and accurately.
- Utilize permitting software to
    - Reduce issues caused by current manual processes
    - Create quarterly reports
    - Log code compliance reports
    - Upload vendor documents
    - Upload permit applications
    - Track contractor, TABC & STR registrations