



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Dave Kittel, Director of Planning and Community Development
Date: 11/12/2025
Re: Building Permit Fee update

Background information:

Staff have taken some time to review existing fees for Building Inspection. Most of the fees are still applicable but a few have been identified needing some updates. The review consisted of reviewing the time on average it would take staff to review and issue a permit and average number of inspections to ensure the fees are reflective of the time/cost to the city. In addition, staff researched other communities as a secondary review. The proposed updates to the Building Inspection fee schedule are attached for your review and consideration. Again, these changes are intended to better reflect the time and resources required for inspections and ensure consistency across permit types. Below is a summary of the key changes:

- **Accessory Structure Demolition:** Introduce a separate fee of **\$50** (currently included under general building demolition at \$200).
- **Decks:** Increase fee from **\$60** to **\$100**. (due to review time and multiple inspections required)
- **Detached Garage:** Increase fee from **\$100** to **\$130**. (due to review time and multiple inspections required)
- **Patios:** Introduce a new permit fee of **\$60** (currently no permit required but review of setbacks and lot coverage are needed).
- **Storage Shed:** Increase fee from **\$60** to **\$80**. (due to review time and multiple inspections required)

- **Swimming Pool:** Increase fee from **\$60** to **\$80**. (due to review time and multiple inspections required)

The minor changes proposed for pools, sheds, garages, and decks are due to these permits require on the average an hour plus of review time and multiple on site visits for inspections that was not previously well accounted for in the fee structure. Staff also noted that the demolition for an accessory structure was not delineated out and previously encapsulated in the general demo fee, the review time is minimal for accessory structures and staff wanted to appropriately note that with a separate fee structure. Patios currently do not require a permit but, these do require review to ensure that setbacks, lot coverage and easements are being complied with which takes staff some time to properly review and ensure the patio was completed substantially compliant to the original plans.

These updates are intended to improve operational efficiency for calculating fees and ensure that inspection fees are equitable and reflective of service demands. It should be noted that in certain circumstances the City would not want to increase fees to help ensure building is accessible and hopefully incentivizes construction, such as with new residential construction.

Staff also updated to format on how the fee schedule is structured to provide greater clarity and simplicity in determining fees for all applicants. This updated format was circulated amongst a few people with no knowledge of the fee schedule and with a test to ensure the updates are clear. Staff is hopeful that these improvements will assist all through the permitting process. The other fees charged were reviewed and found to be adequate for the time being although staff will be reviewing these fees yearly.

Strategic Plan:

Not linked to the strategic plan and is a procedural process to ensure that our fee's are appropriate

Budget:

Increase to the fees will increase revenue minimally

Recommendation:

To review and discuss the proposed updates to the Building Inspection Permit fee schedule to come back for final action at a future meeting.