



MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Common Council
From: Adrienne Nelson, Associate Planner
Date: December 17, 2025
Re: Building Permit Fee Update

Background Information:

Staff have taken time to review the existing fee structure for building permits and are recommending the following fee changes to be more reflective of the cost to the city for review and inspection:

- **Accessory Structure Demolition:** Introduce a separate fee of **\$50** (accessory structure demolitions are 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 is required, but review of setbacks and lot coverage is still 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 inspection required)

Staff also updated the fee schedule format to provide greater clarity and simplicity. The other building permit fees were reviewed and found to be adequate for the time being, but moving forward, staff will be reviewing these fees on an annual basis.

Staff Recommendation

Staff is recommending approval of the building permit fee structure updates as presented.