



To: Chris McCartt, City Manager
From: Jessica Harmon Assistant City Manager *JH*
Date: May 5, 2026
SUBJECT: Public Chapter No. 140: Documentation & Justification of Development Fees

1. PURPOSE

This document provides the cost basis and methodology used to calculate the fees administered by the Building Department in accordance with Public Chapter No. 140: *Documentation and Justification of Development Fees*, effective July 1, 2026.

2. SCOPE

This documentation applies only to Building Department functions and responsibilities. These duties include, but are not limited to:

- Plan reviews
- Inspections
- Permit processing
- Property maintenance enforcement
- Demolition hearings
- Related administrative support

Zoning and Planning functions were evaluated in the previous fiscal year as part of compliance with the same Public Chapter.

3. COST BASIS

Development-related fees are structured for cost recovery only and reflect the cost of providing operational functions. The cost model includes:

- a. Direct personnel compensation
- b. Proportionally allocated administrative and executive support
- c. Operational overhead directly supporting Building Department operations

4. PERSONNEL & SUPPORT ALLOCATION

Building Department Personnel (Annual Salary Calculated):

- a. Chief Building Official
- b. Code Enforcement Coordinator
- c. Building & Trade Inspectors



- d. Property Maintenance & Housing Inspectors
- e. Permit / Administrative Staff

Proportionally Allocated Executive and Support Personnel:

- f. **City Attorney** – Provides legal guidance related to building code enforcement, property maintenance violations, demolition proceedings, liens, and court matters involving Building Department actions.
- g. **Assistant City Attorney** – Assists with legal research, document preparation, court representation, and hearing support related to enforcement and compliance actions.
- h. **Property Acquisition Agent** – Conducts property research for structures subject to hearings or demolition proceedings. Identifies and verifies all owners of record, heirs, lienholders, and other interested parties to ensure proper legal notice and due process requirements are satisfied.
- i. **Fleet Services** – Maintains eight vehicles assigned to the Building Department. Fleet costs are recovered through internal service charges applied to vehicle expenses, including:
 - Labor markups on parts
 - Fuel markups
 - GPS system maintenance charges

Because Fleet labor and personnel costs are embedded in these charges, salaries are not separately listed in this model. A total of **\$2,282.14** in Fleet service charges was allocated to the Building Department for the 2025 calendar year.

5. COST ALLOCATION METHODOLOGY

A hybrid methodology was used:

- Shared operating costs were proportionally allocated based on supervisory responsibility and operational support.
- Costs directly attributable to Building Department functions were assigned directly.

An hourly compensation rate was calculated for each job classification. The time expended for each permit type, inspection type, and enforcement activity was identified and multiplied by the applicable hourly rate. Where multiple positions contributed to a function, time was calculated separately and then combined.

6. COST RECOVERY STANDARD

Fees are structured to recover the reasonable and necessary costs associated with Building Department operations. They are balanced between cost recovery and service delivery.



7. RECORD RETENTION

This documentation is prepared in accordance with Public Chapter No. 140 and shall be:

- Retained by the Building Department
- Made available for public review as required by law

The cost model and supporting analysis shall be provided upon request and maintained in compliance with applicable public records and audit requirements.

8. PERIODIC REVIEW

Personnel costs, overhead allocations, and documented time expenditures shall be reviewed periodically to ensure continued accuracy and compliance with applicable state law.

Chapter 22 - BUILDING DEPT JUSTIFICATION ANALYSIS

ORDINANCE	FEE DESCRIPTIONS	HOURS EXPENDED	COST OF STAFF TIME	FEE CHARGED
A.1	ELECTRICAL PERMIT FEES			
A.1.(a)	MINIMUM ISSUANCE FEE	0.25	\$10.00	\$30.00
A.1.(b)	OUTLETS, EACH	0.25	\$10.00	\$0.50
A.1.(c)	LUMINAIRES, STROBE, HORN, EACH	0.25	\$10.00	\$0.50
A.1.(d)	SWITCHES, EACH	0.25	\$10.00	\$0.50
A.1.(e)	MOTORS			
A.1.(e)(1)	FRACTIONAL	0.75	\$30.00	\$1.00
A.1.(e)(2)	EACH ADDITIONAL MOTOR OR HORSEPOWER OR FRACTION THEREOF	0.75	\$30.00	\$1.00
A.1.(f)	SERVICES			
A.1.(f)(1)	UP TO AND INCLUDING 100 AMPS	1	\$40.00	\$30.00
A.1.(f)(2)	EACH ADDITIONAL 100 AMPS	1	\$40.00	\$10.00
A.1.(g)	TEMPORARY SERVICE	1	\$40.00	\$30.00
A.1.(h)	WATER HEATER	0.5	\$20.00	\$5.00
A.1.(i)	RANGE	0.25	\$10.00	\$5.00
A.1.(j)	DRYER	0.25	\$10.00	\$5.00
A.1.(k)	TRANSFORMER, EACH KVA	0.5	\$20.00	\$0.50
A.1.(l)	HEATING SYSTEM/GENERATOR/SOLAR/ EV, PER KW	0.5	\$20.00	\$1.00
A.1.(m)	COOLING & REFRIGERATION SYSTEMS PER TONNAGE	0.5	\$20.00	\$1.00
A.1.(n)	POOL ELECTRIC	0.75	\$30.00	\$30.00
A.1.(o)	INSPECTION FEE PER INSPECTION		\$0.00	\$3.00
A.1.(p)	ADDITIONAL INSPECTIONS NECESSARY DUE TO NONCOMPLIANT WORK	1	\$40.00	\$50.00
A.1.(q)	FEE FOR SOLAR/GENERATOR/EV INSTALL	0.75	\$30.00	
A.2	TECHNOLOGY FEE		\$0.00	\$7.00
A.3	ELECTRICIANS			
A.3.(a)	APPLICATION REVIEW FEE	0.5	\$20.00	\$30.00
A.3.(b)	ELECTRIC CONTRACTOR ANNUAL LICENSING FEE	0.25	\$10.00	\$50.00
A.3.(c)	WORKING WITHOUT A PERMIT	1	\$40.00	2X PERMIT FEE
B.1	GAS PERMIT FEES			
B.1.(a)	MINIMUM ISSUANCE FEE	0.25	\$10.00	\$30.00

B.1.(b)	CONVERSION BURNERS, HEATING BOILERS			
B.1.(b)(1)	UP TO AND INCLUDING 1,200 SQ FT OF STEAM OR 1,800 SQ FT OF WATER	0.75	\$30.00	\$20.00
B.1.(b)(2)	1,201 TO 5,000 SQ FT OR OVER 1,800 SQ FT OF WATER	0.75	\$30.00	\$25.00
B.1.(b)(3)	5,001 TO 25,000 SQ FT OF STEAM	0.75	\$30.00	\$35.00
B.1.(b)(4)	OVER 25,000 SQ FT OF STEAM	0.75	\$30.00	\$45.00
B.1.(c)	CONVERSION BURNERS, HEATING BOILERS			
B.1.(c)(1)	UP TO AND INCLUDING 5 HORSEPOWER	0.75	\$30.00	\$20.00
B.1.(c)(2)	6-50 HORSEPOWER	0.75	\$30.00	\$25.00
B.1.(c)(3)	51-150 HORSEPOWER	0.75	\$30.00	\$35.00
B.1.(c)(4)	OVER 150 HORSEPOWER	0.75	\$30.00	\$45.00
B.1.(d)	FURNACES			
B.1.(d)(1)	UP TO AND INCLUDING 100,000 BTU	0.75	\$30.00	\$15.00
B.1.(d)(2)	OVER 100,000 BTU	0.75	\$30.00	\$25.00
B.1.(d)(3)	FLOOR FURNACE (ONE)	0.75	\$30.00	\$15.00
B.1.(d)(4)	EACH ADDITIONAL FLOOR FURNACE	0.75	\$30.00	\$10.00
B.1.(e)	CONVERSION BURNERS, HEATING BOILERS			
B.1.(e)(1)	UP TO AND INCLUDING 100,000 BTU	0.5	\$20.00	\$20.00
B.1.(e)(2)	100,001 - 200,000 BTU	0.75	\$30.00	\$25.00
B.1.(e)(3)	OVER 200,000 BTU	1	\$40.00	\$45.00
B.1.(f)	SPACE HEATERS			
B.1.(f)(1)	UP TO AND INCLUDING 30,000 BTU	0.25	\$10.00	\$20.00
B.1.(f)(2)	30,001 TO 50,000 BTU	0.25	\$10.00	\$25.00
B.1.(f)(3)	OVER 50,000 BTU	0.5	\$20.00	\$30.00
B.1.(f)(4)	EACH ADDITIONAL SPACE HEATER	0.25	\$10.00	\$10.00
B.1.(g)	UNIT HEATERS			
B.1.(g)(1)	50,000-200,000 BTU, EACH	0.5	\$20.00	\$20.00
B.1.(g)(2)	OVER 200,000 BTU	0.5	\$20.00	\$25.00
B.1.(h)	ACCESSORY GAS EQUIPMENT			
B.1.(h)(1)	GRILLS, DRYERS, RANGES, FRYERS, LOGS, ETC	0.5	\$20.00	\$15.00
B.1.(h)(2)	POOL HEATER UP TO 100K BTU	1	\$40.00	\$15.00
B.1.(h)(3)	POOL HEATER & OTHER EQUIP OVER 100K BTU	1	\$40.00	\$25.00
B.1.(h)(4)	WATER HEATER UP TO AND INCLUDING 100K BTU	0.75	\$30.00	\$15.00
B.1.(h)(5)	WATER HEATER/BOILER OVER 100K BTU	0.75	\$30.00	\$25.00

B.1.(h)(6)	GAS GENERATOR	0.75	\$30.00	\$25.00
B.1.(h)(7)	UNIT HEATER UP TO AND INCLUDING 200K BTU	0.75	\$30.00	\$20.00
B.1.(h)(8)	UNIT HEATER OVER 200K BTU	0.75	\$30.00	\$25.00
B.1.(h)(9)	FLOOR FURNANCE, EACH	0.5	\$20.00	\$15.00
B.1.(h)(10)	FURNACES UP TO AND INCLUDING 100K BTU	0.5	\$20.00	\$15.00
B.1.(h)(11)	FURNACES OVER 100K BTU	0.75	\$30.00	\$25.00
B.1.(h)(12)	SPACE HEATERS UP TO 50K BTU	0.25	\$10.00	\$25.00
B.1.(h)(13)	SPACE HEATERS OVER 50K BTU	0.25	\$10.00	\$30.00
B.1.(h)(14)	UP TO & INCLUDING 500 GALLON PROPANE TANK	0.75	\$30.00	\$15.00
B.1.(h)(15)	501-1000 GALLON PROPANE TANK	0.75	\$30.00	\$25.00
B.1.(h)(16)	1001 GALLON AND UP PROPANE TANK	0.75	\$30.00	\$30.00
B.1.(h)(17)	FUEL TANK INSTALL/REMOVAL, PER TANK	0.5	\$20.00	\$30.00
B.1.(i)	UNCLASSIFIED COMMERCIAL/INDUSTRIAL			
B.1.(i)(1)	20,000-200,000 BTU	0.75	\$30.00	\$20.00
B.1.(i)(2)	200,001-300,000 BTU	0.75	\$30.00	\$25.00
B.1.(i)(3)	300,001-1,000,000 BTU	0.75	\$30.00	\$30.00
B.1.(i)(4)	1,000,001-5,000,000 BTU	0.75	\$30.00	\$35.00
B.1.(i)(5)	OVER 5,000,000 BTU	1	\$40.00	\$40.00
B.1.(j)	PIPE TESTING FOR GAS INSTALL	0.75	\$30.00	\$30.00
B.1.(k)	INSPECTION FEE PER INSPECTION		\$0.00	\$3.00
B.1.(l)	ADDITIONAL INSPECTIONS NECESSARY DUE TO NONCOMPLIANT WORK	1	\$40.00	\$50.00
B.2	TECHNOLOGY FEE		\$0.00	\$7.00
B.3	GAS FITTERS			
B.3.(a)	APPLICATION REVIEW FEE	0.5	\$20.00	\$30.00
B.3.(b)	ANNUAL LICENSING FEE	0.25	\$10.00	\$50.00
B.3.(c)	WORKING WITHOUT A PERMIT	1	\$40.00	2X PERMIT FEE
C.1	PLUMBING PERMIT AND INSPECTION FEES			
C.1.(a)	MINIMUM PLUMBING PERMIT ISSUANCE FEE	0.25	\$10.00	\$30.00
C.1.(b)	EACH FIXTURE OR OPENING INTO SEWER LINE	0.5	\$20.00	\$5.00
C.1.(c)	WATER HEATER OPENING FEE	0.5	\$20.00	\$5.00
C.1.(d)	ADDITIONAL INSPECTIONS NECESSARY DUE TO NONCOMPLIANT WORK	0.5	\$20.00	\$50.00
C.1.(e)	CONNECTION TO CITY SEWER (NEW & REPLACE)	0.5	\$20.00	\$30.00
C.1.(f)	CONNECTION TO CITY WATER (NEW & REPLACE)	0.5	\$20.00	\$30.00

C.1.(g)	INSPECTION FEE PER INSPECTION		\$0.00	\$3.00
C.2	TECHNOLOGY FEE		\$0.00	\$7.00
C.3	PLUMBERS			
C.3.(a)	APPLICATION REVIEW FEE	0.5	\$20.00	\$30.00
C.3.(b)	ANNUAL LICENSING FEE	0.25	\$10.00	\$50.00
C.3.(c)	WORKING WITHOUT A PERMIT	1	\$40.00	2X PERMIT FEE
D.1	MECHANICAL PERMIT FEES			
D.1.(a)	MINIMUM ISSUANCE FEE	0.25	\$10.00	\$30.00
D.1.(b)	FEE FOR HEATING/VENT DUCT, AC & REFRIGERATION SYSTEMS	0.5	\$20.00	
D.1.(c)	FEE FOR SPRINKLER/FIRE SUPPRESSION/FIRE ALARM SYSTEMS	1	\$40.00	
D.1.(d)	HOOD CLEANING INSPECTION	0.75	\$30.00	\$50.00
D.1.(e)	ADDITIONAL INSPECTIONS NECESSARY DUE TO NONCOMPLIANT WORK	1	\$40.00	\$50.00
D.1.(f)	FUEL TANK INSTALL/REMOVAL	0.75	\$30.00	
D.1.(g)	BOILERS BASED ON BTU INPUT			
D.1.(g)(1)	33,000-165,000 BTU	0.75	\$30.00	\$20.00
D.1.(g)(2)	165,001-330,000 BTU	0.75	\$30.00	\$25.00
D.1.(g)(3)	330,001-1,165,000 BTU	1	\$40.00	\$30.00
D.1.(g)(4)	1,165,001-3,300,000 BTU	1	\$40.00	\$35.00
D.1.(g)(5)	OVER 3,300,000 BTU	1	\$40.00	\$45.00
D.1.(h)	FEE PER INSPECTION		\$0.00	\$3.00
D.2	TECHNOLOGY FEE		\$0.00	\$7.00
D.3	MECHANICAL INSTALLERS			
D.3.(a)	APPLICATION REVIEW FEE	0.25	\$10.00	\$30.00
D.3.(b)	MECHANICAL CONTRACTOR ANNUAL LICENSING FEE	0.5	\$20.00	\$50.00
D.3.(c)	WORKING WITHOUT A PERMIT	1	\$40.00	2X PERMIT FEE
E	BUILDING PERMIT FEES			
E.1	TOTAL VALUATION		\$0.00	
E.1.(a)	\$1.00-\$2,000	0.5	\$20.00	\$30.00
E.1.(b)	\$2,001-\$50,000	0.5	\$20.00	
E.1.(c)	\$50,001-\$100,000	0.5	\$20.00	
E.1.(d)	\$100,001-\$500,000	0.5	\$20.00	
E.1.(e)	\$500,001 AND UP	0.5	\$20.00	

E.1.(f)	BUILDING WITHOUT A PERMIT	1.5	\$60.00	2X PERMIT FEE
E.1.(g)	FEE PER INSPECTION		\$0.00	\$3.00
E.1.(h)	ADDITIONAL INSPECTIONS NECESSARY DUE TO NONCOMPLIANT WORK	1	\$40.00	\$50.00
E.2	CONTRACTORS/HOME IMPROVEMENT APP FEE	0.25	\$10.00	\$30.00
E.3	TECHNOLOGY FEE		\$0.00	\$7.00
E.4	MOVING OF ANY BUILDING OR STRUCTURE	0.5	\$20.00	\$100.00
E.5	DEMOLITION			
E.5.(a)	RESIDENTIAL BUILDING OR STRUCTURE	0.5	\$20.00	\$50.00
E.5.(b)	COMMERCIAL STRUCTURE	1	\$40.00	\$100.00
E.5.(c)	INTERIOR DEMO/REMODEL TOTAL VALUATION		\$0.00	
E.5.(c)(1)	\$1.00-\$2,000	0.5	\$20.00	\$30.00
E.5.(c)(2)	\$2,001-\$50,000	0.5	\$20.00	
E.5.(c)(3)	\$50,001-\$100,000	0.5	\$20.00	
E.5.(c)(4)	\$100,001-\$500,000	1	\$40.00	
E.5.(c)(5)	\$500,001 AND UP	1	\$40.00	
E.6	TEMP STRUCTURES, TENTS, BANNERS, ETC	0.25	\$10.00	\$30.00
E.6.(a)	TENTS, 30 DAY MAX	0.5	\$20.00	
E.6.(b)	BANNERS, 15 DAY MAX TWICE A YEAR	0.5	\$20.00	
E.7	SIGN PERMITS	0.5	\$20.00	\$30.00 MINIMUM, \$1.00 PER SQ FOOT OVER 20 SQ FT
F	PLANS REVIEW			
F.1	RESIDENTIAL	0.5	\$20.00	\$0.00
F.2	COMMERCIAL BASED ON CONSTRUCTION VALUE			
F.2.(a)	UP TO \$100,000	2	\$100.00	\$25.00
F.2.(b)	\$100,001-\$200,000	2.5	\$125.00	\$50.00
F.2.(c)	\$200,001-300,000	3	\$150.00	\$100.00
F.2.(d)	\$300,001-400,000	3.5	\$175.00	\$150.00
F.2.(e)	\$400,001-500,000	4	\$200.00	\$200.00
F.2.(f)	\$500,001-1,000,000	4.5	\$225.00	\$250.00
F.2.(g)	\$1,000,001-\$2,000,000	5	\$250.00	\$300.00
F.2.(h)	\$2,000,001-\$3,000,000	6	\$300.00	\$350.00
F.2.(i)	\$3,000,001-\$4,000,000	7	\$350.00	\$400.00

F.2.(j)	\$4,000,001-\$5,000,000	8	\$400.00	\$500.00
F.2.(k)	\$5,000,001 AND ABOVE	9	\$450.00	
G	CERTIFICATES OF OCCUPANCY			
G.1	RESIDENTIAL	0.5	\$20.00	\$0.00
G.2	COMMERCIAL			
G.2.(a)	PERMANENT	0.5	\$20.00	\$30.00
G.2.(b)	TEMP, 30 DAYS MAX	0.5	\$20.00	\$50.00
G.2.(c)	TEMP EXTENSION, 15 DAYS MAX	0.5	\$20.00	\$50.00
G.2.(d)	CHANGE OF USE	1	\$40.00	\$30.00
H	ADMIN FEE TO PROCESS & ATTACH LATE DOCUMENTS	0.25	\$10.00	\$30.00

NEW PERMITS	2025
ACCESSORY STRUCTURE	59
ADDITION	80
ADVICE CALL	95
CERT OF OCCUPANCY	17
COMMUNICATION TOWER	1
DEMO	64
DRIVEWAY	28
ELECTRICAL	842
FOUNDATION	9
GAS	229
GRADING	19
MECHANICAL	441
MOVE STRUCTURE	18
NEW COMMERCIAL	14
NEW INDUSTRIAL	3
NEW MULTI FAMILY	9
NEW RESIDENTIAL	194
PLUMBING	462
POOL	27
REPAIR REMODEL	216
RETAINING WALL	5
ROOF	152
SEWER TAP ONLY FEE	33
SIGNS	97
TEMP EVENT	11
TOTAL	3028
HOURS EXPENDED	1514
COST OF STAFF TIME	\$36,336.00
TOTAL FEES CHARGED	\$1,479,213.00

CODE ENFORCEMENT	2025
BUILDING REINSPECTIONS	365

EXPENSES	
SALARIES COMBINED	\$583,594.40
HEARING COSTS	\$296,237.52
MOWING LIST	\$8,215.00
FLEET	\$44,586.14
MISCELLANEOUS	\$18,102.01
SALARIES COMBINED	\$583,594.40
EXPENSE TOTAL	\$1,534,329.47
FEES CHARGED	\$1,479,213.00
TOTAL	-\$55,116.47

CITY COURT	32
DESK REVIEW	1762
HEARING	36
HIGH GRASS INITIAL	418
HIGH GRASS REINSPECTIONS	616
INITIAL INSPECTION	392
INITIAL BUILDING INSPECTION	199
REINSPECTION	1209
SERVING DOCUMENTS	3
TOTAL INSPECTIONS	5032
HOURS EXPENDED	2516
COST OF STAFF TIME	\$62,900.00

ADMIN	# COMPLETED	HOURS EXPENDED
PLANS REVIEW	780	1950
PHONE CALLS/EMAIL	3380	845
CONTRACTOR APP REVIEWS	210	105
TOTAL		2900

INSPECTIONS	2025
ADVICE CALL	238
COMMERCIAL FINAL	144
RESIDENTIAL FINAL	516
CERT OF OCCUPANCY	18
COMMERICAL ABOVE CEILING	9
COMMERCIAL ELECTRICAL	2209
COMMERCIAL MECHANICAL	783
COMMERCIAL PLUMBING	1854
DEMO FINAL	22
DEMO SITE INSPECTION	3
FIRE	64
FOOTER	484
FOUNDATION	90
FRAMING	577

FUEL TANK SET	1
GAS	444
GENERATOR	19
GREASE TRAP	2
HEAT PUMP CHANGE OUT	26
HOOD	16
INSULATION	310
MOBILE HOME	28
OIL SEPARATOR	2
POOL	58
PROGRESS INSPECT	3
PROPANE TANK	19
PUFF TEST	3
RETAINING WALL	5
ROOF	40
SEWER LINE	318
SIGN FINAL	62
SLAB	262
SOLAR	6
STORM DAMAGE	20
DRY IN	27
WATER LINE	283
TOTAL INSPECTIONS	8965
HOURS EXPENDED	6723.75
COST OF STAFF TIME	\$201,712.50

HEARINGS	2025
POSTAGE COST	\$4,685.46
PUBLIC NOTICE SIGNAGE	\$322.50
LEGAL NOTICE PUBLICATION	\$10,769.70
EVIDENCE (PICTURES)	\$858.36
RECORDER	\$3,283.50
COUNTY CLERK FEES	\$1,428.00
ENGINEERING CONSULTING	\$52,845.00

CONTAMINATION ASSESSMENTS	\$6,315.00
DEMO COSTS	\$215,730.00
TOTAL	\$296,237.52

MOWING LIST	2025
CONTRACTOR FEE	\$7,655.00
HOURS EXPENDED	20
COST OF STAFF TIME	\$560.00

MISCELLANEOUS	2025
AMAZON (OFFICE SUPPLIES)	\$2,769.48
ICC MEMBERSHIP FEES	\$310.00
ICC PRINTED MATERIALS	\$4,522.10
ICC EXAMS	\$1,920.00
ICC SUBSCRIPTION	\$844.00
TRAINING/CEU COSTS	\$600.00
LODGING	\$1,930.00
ICC RECERT COSTS	\$105.00
PRINTER RENTAL	\$1,551.30
OTHER PRINTING NEEDS	\$540.13
TBOA MEMBERSHIP FEES	\$150.00
UETBOA MEMBERSHIP FEES	\$150.00
TPMI MEMBERSHIP FEES	\$100.00
FLOODPLAIN MEMBERSHIP FEES	\$210.00
LEXUS NEXIS SUBSCRIPTION	\$2,400.00
LOWES (TOOLS)	\$116.90
TOTAL COST	\$18,102.01

FLEET (WAGES INCLUDED IN COSTS)	2025
VEHICLE COST	\$19,083.40
CAR PARTS	\$6,863.09
FUEL COST	\$7,332.87
GPS TRACKING	\$3,810.24

INSURANCE	\$1,138.56
LABOR	\$4,412.50
OIL AND LUBE	\$512.65
CAR WASH	\$1,432.83
TOTAL	\$44,586.14
HOURS EXPENDED	1,749.5
MILES DRIVEN	61,650
COST OF STAFF TIME	\$52,485.00