



CDC Meeting Date:	September 18, 2024	
Name of Agenda Item:	Reinspection Fees and Permit Expiration Policy	
Section of Agenda:	Discussion	
Next Steps Proposed by Staff:		Legal Review:
<input type="checkbox"/> Staff revisions	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Completed
<input type="checkbox"/> Return to CDC	<input type="checkbox"/> Other Committees	<input type="checkbox"/> Recommended
<input type="checkbox"/> Schedule for full Council	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not Required
Attachments:		
Reinspection Notice, Policy Memo on Permit Expiration		
Summary Statement:		
<p>The Building Division is proposing to implement policy on several day-to-day operations in order to provide more efficient and consistent service to the building community.</p> <p>Reinspection Fee: The first relates to repeated failed inspections or the abuse of the inspection system. At times inspectors are called out to a project that is clearly not ready for inspection with the intention of getting a detailed correction order from the inspector to assist in their project management or in order to receive guidance on a construction project. In these instances, it is clear that the contractor / owner was not intending to pass the inspection but was instead using the building inspector's site visit as a resource. At other times the work that needs to be inspected has been covered up, the contractor is a no-show, or a site or building cannot be accessed. In response, the Building Division is proposing to charge contractors a fee upon the <u>2nd failure</u> of the same inspection. The fee must be paid before a 3rd inspection can be scheduled. The City's unified fee schedule currently outlines a reinspection fee of \$75.</p> <p>Permit Expiration: The International Building Code (IBC) outlines a standard for how long a permit application can remain in an approved but unissued state. It also provides guidance for how long an issued permit (construction project) can remain idle before being officially expired and requiring resubmittal. The Building Division is finding it necessary to have a written and consistent policy so that all applicants are treated equally, to reduce the administrative management of code and fee updates on aging permits, and to motivate contractors to continue forward progress. With a fee, applicants would be able to request an extension to a building permit application that would give them up to a year to pick up a permit which is ready to issue. Likewise, a construction project would have up to one year to demonstrate progress (typically an inspection). The fee for an extension will need to be added to the City's Unified Fee Schedule as one does not currently exist.</p>		
Recommended Action:		
Provide feedback on policy implementation and fees.		