



MEETING DATE: August 25, 2026
PRESENTED BY: Xavier Cervantes, AICP, CPM - Director of Planning
AGENDA ITEM: Discussion and Possible Action on Matters Related to Adoption of Ordinance # _____ amending the City's fee schedule to establish a Permit and Inspection Technology Fee for a New Software applicable to building permits, garage sale permits, fire inspections, and other designated permits, licenses, inspections, and regulatory services – Cervantes

NATURE OF REQUEST:

The City of Mission uses various software applications and technology systems to administer building permits, inspections, garage sale permits, fire inspections, payments, and other regulatory services for the community. The new software will allow city staff to process these tasks online.

These systems require ongoing expenditures for software licensing, subscriptions, maintenance, technical support, hosting upgrades, cybersecurity, data storage, equipment, system integration, and other technology-related services.

As the City's reliance on technology continues to increase, staff recommends establishing a Permit and Inspection Technology Fee to recover a portion of the City's costs for the software and infrastructure used to provide these services.

The proposed fee is not intended to fund or be limited to any particular software vendor or software platform. Rather, the revenue would help support the City's overall technology needs associated with permitting, inspections, and related regulatory services.

The proposed ordinance amendment would establish a technology fee applicable to designated permits and inspection services, including: building permits, garage sale permits, health permits, fire inspections, and other permits or inspections designated by the City Council.

The proposed Technology Fees for New Software are the following:

Residential building permits - \$0.02 per square foot of construction
Commercial building permits - \$0.05 per square foot of construction
Garage sale permits - \$10.00
Fire inspection fee - \$10.00
Health permit fee - \$10.00 annual permit and \$5.00 for temporary permits
Alarm permit fee - \$10.00

The funds generated from the proposed fees would go to a separate revenue account to fund the new software.

BUGETED: N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval of ordinance

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *JP7*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ **AYES**

_____ **NAYS**

_____ **DISSENTING** _____