



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Suzanne Tyler, Building Official
DATE: August 2, 2023

SUBJECT:

Consideration of **Ordinance No. 1478-23** approving the Building Fee Schedule

RECOMMENDATION:

Staff recommends approval of **Ordinance No. 1478-23** adopting the updated building fee schedule.

EXECUTIVE SUMMARY:

The Building Division is requesting Council adoption of Ordinance 1478-23 to cover the increased costs of support for the review, administrative, issuance, inspection, and code compliance functions of the Building Division and to establish robust contingencies and reserves. Building Divisions in Oregon are funded by the collection of appropriate fees for the plan review and issuance of permits.

The Building Division has been careful with this dedicated fund and have not increased fees since 2005. The Building Division also maintains reserve funds. The Oregon Building Codes Division recommends jurisdictions maintain adequate reserves to help weather fluctuations in building activity. As our expenses have outpaced revenues, we realized the need to increase our fees to cover the cost of services and maintain adequate reserves.

Staff time and current billing rates were considered when reviewing all building fees. Additionally, staff researched the fees assessed by nearby cities. Some examples of the proposed fee increases are included in the PowerPoint presentation.

OUTCOMES OF DECISION:

If adopted, Tualatin's building fee schedule will be updated and additional funds received will support Building Division plan review, inspection, administrative and code compliance functions. If the proposed fee schedule is not adopted, the Building Division funding will maintain a contingency and reserves fund less than the Oregon Building Codes Division recommended 18 month level.

ALTERNATIVES TO RECOMMENDATION:

Alternatives are to request staff provide an amended fee schedule, or to decline to approve the recommended updated fee schedule.

FINANCIAL IMPLICATIONS:

Additional fees generated by the increases will help cover the costs to provide services and increase reserves to offset future fluctuations of building activity.

ATTACHMENTS:

- PowerPoint Presentation
- **Ordinance 1478-23**
- Proposed Fee Schedule
- Structural Permit Fee Schedule – Proposed Changes 2023
- Mechanical permit Fee Schedule – Residential, Commercial, Industrial, Multi-Family – Proposed Changes 2023
- Plumbing Permit Fee Schedule – Proposed Changes 2023