



# COUNCIL ITEM AGENDA REQUEST FORM

**Department:** Community Development

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**Meeting Date:** 05/01/2025

**Staff Contact:** Phillip Trocquet

**Agenda Section:** New Business

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## Staff Report:

### Item Description:

Consideration to approve an Amendment 2 to the Inspection Services Agreement contract with SAFEbuilt, Inc regarding fee changes and retained percentages

### Background/History:

The State passed HB 461 regarding the method by which permit fees can be charged changing from the allowance of a “valuation” method to strictly a “square-footage” method. As a result, the Town has been working with SAFEbuilt to establish a new square footage basis for valuing permits. Staff has worked with SAFEbuilt on a revised contract amendment regarding the new fees.

### Findings/Current Activity:

Staff and SAFEbuilt Inc, have worked out a new percentage basis of fee retainage from 100% to 75% for permits requiring plan reviews and inspections. This contract also reflects the newly adopted fee structure along with the provision for “special” and “long-duration” projects.

### Actions/Options/Recommendations:

Staff recommends approval of this contract amendment.