

# STAFF REPORT

For Meeting of August 22<sup>nd</sup>, 2016

MAYOR AND MEMBERS OF THE CITY COUNCIL

Agenda Item #

NO. 2016-

**SUBJECT: Building  
Permit minimum fee  
increase**

## Subject

Building permits fee changes/additions.

## Summary and Background

The City of Hermiston's Building Department is utilizing a free building permit program provided by the State of Oregon called Accela. One of the conditions when using this program is cities must have their fee schedule up to date with requirements set forth by the State of Oregon. Currently, the City of Hermiston is not current with the established fees required by the State of Oregon.

Also, to help provide adequate funds and other resources necessary to administer and enforce the City of Hermiston's inspection program, the City is asking to raise the minimum building permit fee. The last fee increase was 15 years ago.

## Fiscal Information

The minimum fee would be raised from \$13 to \$42.25 for work being done with a valuation between \$1-\$500. In-turn, this will slightly raise all permits.

## Alternatives and Recommendation

### Alternatives:

No longer use the State of Oregon's free program and find another permit program that will work for the current fees. These programs generally cost up to \$35,000 or more for a one time purchase fee. If any upgrades or customer service is needed that could be additional costs.

### Recommendation:

Staff recommends the adoption of the fee schedule modification to utilize Accela provided free of charge by the State of Oregon and to increase the minimum building permit fee.

## Requested Action/Motion

Motion: Approve increase to fee schedule as mandated by the State of Oregon and raise the minimum permit fee.

Submitted by:



Department Head



City Manager Approval

City of Hermiston

## BUILDING PERMIT FEE TABLE

### (current) TABLE 1A

<b>1 &amp; 2 Family Dwelling:</b> New, Additions, Alterations, Repairs, Accessory Structures			
<b>Commercial:</b> New, Alterations, Additions, Repairs, Accessory Structure, & Fire Systems			
<b>Multifamily:</b> New, Alterations, Additions, Repairs, Accessory Structure, & Fire			
Total Valuation			Building Permit Fee
\$.00	to	\$ 500.00	\$13.00
\$501.00	to	\$2000.00	\$13.00 for the first \$500.00 plus \$ 1.95 for each additional \$100, or fraction thereof, to and including
\$2001.00	to	\$25,000.00	\$42.25 for the first \$2,000.00 plus \$7.80 for each additional \$1,000, or fraction thereof, to and including
\$25,001.00	to	\$50,000.00	\$221.65 for the first \$25,000.00 plus \$5.85 for each additional \$1,000, or fraction thereof, to and including
\$50,001.00	to	\$100,000.00	\$367.90 for the first \$50,000.00 plus \$3.90 for each additional \$1,000, or fraction thereof, to and including
\$100,001.00	and up		\$562.90 for the first \$100,000.00 plus \$3.25 for each additional \$1,000, or fraction thereof

Building Plan Review Fee	65% of the building permit fee
Fire Life Safety Review	40% of the building permit fee
General State Surcharge: ORS 455.210	As set by the State of Oregon

RESOLUTION NO. 2037

A RESOLUTION ESTABLISHING A NEW FEE SCHEDULE FOR  
THE BUILDING OFFICIAL AND REPEALING RESOLUTION NO. 1644

WHEREAS, ORS 445.210 and provides that cities may adopt by ordinance or regulation reasonable and necessary fees for building permits and other charges; and

WHEREAS, Chapter 152.26 of the Hermiston Code of Ordinances requires that fees for permits requested by the Building Official shall be set by resolution of the Council; now, therefore,

The City of Hermiston resolves as follows:

That the schedule of new fees for building permits and other charges requested by the Building Official, a copy of which is attached hereto, be, and they are hereby, approved and adopted as the "Fee Schedule (9/19/16)" for the building code program administered by the Building Official. That these fees shall become effective on September 19, 2016.

That a copy of the Fee Schedule (09/19/16) shall be kept on file at the building department.

That this resolution shall take effect on September 19, 2016, and will repeal Resolution 1644.

PASSED by the Common council this 22<sup>nd</sup> day of August, 2016.

SIGNED by the Mayor this 22<sup>nd</sup> day of August, 2016.

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MAYOR

ATTEST:

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DEPUTY CITY RECORDER

# City of Hermiston

## FEE SCHEDULE (09/19/16)

The final determination of valuation, occupancy, and/or construction type under any of the provisions of this order shall be made by the Building Official.

### A. Building Permits

The valuation to be used in computing the building permit and the building plan review fees shall be the total value (rounded up to the nearest dollar) of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment. It also includes the contractor's profit which should not be omitted.

The fees for each permit shall be as set forth in Tables A-1 and A-2. Valuation will be calculated using the City's Building Permit Fee table based on the International Code Council (ICC) Building Valuation Data Table as of April 1 of the current year, multiplied by the square footage of the structure or as stated by the applicant, whichever is greater. The cost per square foot of carports, decks, 1 & 2 Family Dwelling pole buildings, and covered porches/patios shall be 50% of the valuation indicated for "Private Garages" on the City's valuation table.

**Table A-1: Building Permit Fee**

<p><b>1 &amp; 2 Family Dwelling:</b> New, Additions, Alterations, Repairs, Accessory Structure, &amp; Fire Systems ( Plumbing permit required for potable water fire systems; see Table E-4)  <b>Commercial:</b> New, Alterations, Additions, Repairs, Accessory Structure, Fire Systems, &amp; Medical Gas Systems (based on value of installation costs)  <b>Multifamily:</b> New, Alterations, Additions, Repairs, Accessory Structure, &amp; Fire Systems</p>			
Total Valuation			Building Permit Fee
\$.00	to	\$500.00	\$42.25 minimum
\$500.01	to	\$2,000.00	\$42.25 for the first \$500.00 plus \$1.95 for each additional \$100, or fraction thereof, to and including
\$2000.01	to	\$25,000.00	\$71.50 for the first \$2,000.00 plus \$7.80 for each additional \$1,000, or fraction thereof, to and
\$25,000.01	to	\$50,000.00	\$250.90 for the first \$25,000.00 plus \$5.85 for each additional \$1,000, or fraction thereof, to and
\$50,000.01	to	\$100,000.00	\$397.15 for the first \$50,000.00 plus \$3.90 for each additional \$1,000, or fraction thereof, to and
\$100,000.01		and up	\$592.15 for the first \$100,000.00 plus \$3.25 for each additional \$1,000, or fraction thereof.

**Table A-2: Building Permits – Related Fees:**

<b>Description</b>	<b>Permit Fee</b>
Building Plan Review Fee	65% of the building permit fee based on Table
Additional Building Plan Review required due to revisions to the	\$80.00 / hour
Fire Life Safety Review on State Allowed Plans	40% of the building permit fee based on Table
Third Party Plan Review	\$80.00 / hour
Master Plan Review – 1. Setup fee 2. Initial Plan Review 3. Second & Subsequent Reviews	1. \$ 100.00 2. 65% of the building permit fee based on Table A-1 3. 50% of the initial plan review fee
Deferred Submittals – Plan Review Fee (All building types)	See Customized Permit Services: Table G-2, Deferred Plan Submittal
Investigation Fee	\$120.00 / hour (one hour minimum)
Reinspection, extra inspections, special	\$75.00 each
Inspections outside of normal business hours	\$80.00 / hour (one hour minimum )
Inspections for which no fee is specifically indicated (includes counsel inspections)	\$75.00 / hour
Demolition of Structure	\$42.25
Solar Photovoltaic Systems installed using the prescriptive path described in section 305.4 of the Oregon Solar Installation Specialty	\$150 (includes application fee and one inspection) (Does not include the plan review fees)
Non-prescriptive Solar Photovoltaic Systems	See Building Permit Fee Table A-1
Structural minimum fee	\$42.25

**Residential Structural Fire Suppression Standalone 13R**

(Fees based on total square footage of the dwelling unit to be covered by the system)

<b>Total Square Footage</b>	<b>Permit Fee</b>
0 to 2,000 square feet	\$150.00
2,001 to 3,600 square feet	\$218.00
3,601 to 7,200 square feet	\$354.00
Over 7,200 square feet	\$488.00

**B. Manufactured Dwelling Placement Permits:**

One single permit fee is assessed to cover the placement of the manufactured dwelling, earthquake-resistant bracing system, plumbing connection including 30 feet each of sewer and water lines; electrical feeder connection; and mechanical connection. This permit does not include an electrical service.

Manufactured Dwelling Placement Permit Fee (includes plan review) ..... \$185.00

Manufactured Dwelling & Cabana installation administrative fee (as required by the State)... \$30.00  
 State Surcharge As required by the State

**C. Camp and Park Permits:**

The Area Development Fee is to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp Valuation Table, and then applying the valuation amount to the valuation fee table in the Building Permit Fee Table A-1.

Plan Review Fee is 65% of total permit fee.  
 State Surcharge as required by the State.

**D. Mechanical Permits:**

The fees for each permit shall be as set forth in Table D-1, D-2, and D-3.

The valuation used to determine the commercial mechanical permit fee using Table D-1 shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

**Table D-1: Commercial Mechanical Permit Fees**

<b>Commercial:</b> New, Alterations, Additions, Repairs, & Accessory Structure		
<b>Multifamily:</b> New, Alterations, Additions, Repairs, & Accessory Structure		
<b>Total</b>		<b>Permit Fee</b>
\$1	to \$5,000.00	\$50.00 minimum
\$5,000.01	to \$10,000.00	\$50.00 for the first \$5,000.00 plus \$0.80 for each additional \$100, or fraction thereof, to and
\$10,000.01	to \$100,000.00	\$90 for the first \$10,000.00 plus \$2.00 for each additional \$1,000, or fraction thereof, to and
\$100,000.01	and up	\$270 for the first \$100,000.00 plus \$1.00 for each additional \$1,000, or fraction thereof

**Table D-2: 1 & 2 Family Dwelling Mechanical Permit Fees**

<b>1 &amp; 2 Family Dwelling: New, Additions, Alterations, Repairs, &amp; Accessory Structure Manufactured Dwellings: New, Additions, Alterations, Repairs, &amp; Accessory Structure</b>	
Air conditioner	\$11.00
Air handling unit of up to 10,000 cfm	\$9.50
Air handling unit 10,001 cfm and over	\$12.50
Appliance or piece of equipment regulated by code but not classified in other appliance categories	\$9.50
Appliance vent installation, relocation or replacement not included in an	\$8.00
Attic/crawl space fans	\$8.00
Boiler/compressor/absorption system up to 30 HP or 1,000,000 BTU	\$20.00
Boiler/compressor/absorption system up to 50 HP or 1,750,000 BTU	\$27.50
Boiler/compressor/absorption system up to 15 HP or 500,000 BTU	\$16.00
Boiler/compressor/absorption system up to 3 HP or 100,000 BTU	\$11.00
Boiler/compressor/absorption system over 50 HP or 1,750,000 BTU	\$42.50
Barbecue	\$9.50
Chimney/liner/flue/vent	\$9.50
Clothes dryer exhaust	\$8.00
Decorative gas fireplace	\$9.50
Evaporative cooler other than portable	\$9.50
Floor furnace, including vent	\$11.00
Flue vent for water heater or gas fireplace	\$8.00
Furnace - greater than 100,000 BTU	\$12.50
Furnace - up to 100,000 BTU	\$11.00
Furnace/burner including duct work/vent/liner	\$12.50
Gas or wood fireplace/insert	\$9.50
Gas fuel piping outlets (four or less connections)	\$7.00
Gas fuel piping outlets (more than four)	\$5.50
Heat pump	\$11.00
Hood served by mechanical exhaust, including ducts for hood	\$12.50
Hydronic hot water system	\$11.00
Installation or relocation domestic-type incinerator	\$12.50
Mini split system	\$11.00
Oil tank/gas/diesel generators	\$12.50
Pool or spa heater, kiln	\$11.00
Radon mitigation	\$11.00
Range hood/other kitchen equipment	\$11.00
Repair, alteration, or addition to mechanical appliance including installation of	\$11.00
Suspended heater, recessed wall heater, or floor mounted unit heater	\$11.00
Ventilation fan connected to single duct	\$8.00
Ventilation system not a portion of heating or air-conditioning system authorized	\$8.00
Water heater	\$9.50
Wood/pellet stove	\$9.50
<b>Other heating/cooling</b>	<b>\$9.50</b>
<b>Other fuel appliance</b>	<b>\$9.50</b>
<b>Other environment exhaust/ventilation</b>	<b>\$8.00</b>

<b>Minimum Permit Fee</b>	<b>\$30.00</b>
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**Table D-3: Mechanical Permits – Related Fees**

Other Inspections and Fees	Fee
Mechanical Plan Review – when Required or requested	25 % of the permit fee
Additional Mechanical Plan Review required due to revisions to the construction documents	\$46.00/ hour
Re-inspection Fee	\$46.00 each
Inspections outside of normal business hours	\$60.00/ hour (one hour minimum)
Inspections for which no fee is specifically	\$60.00/ hour (one hour minimum)
Investigation Fee	\$60.00 / hour
General State Surcharge: ORS 455.210	As set by the State of Oregon

**E. Plumbing Permits:**

**Table E-1: Plumbing Permit Fees**

<b>1 &amp; 2 Family Dwelling: New</b>		
Description (Note: A “half” bath is equivalent to a single bathroom)		Fee
One Bathroom	<b>Includes one kitchen and up to 100 feet each of water, sewer, and storm lines.</b>	\$191.00
Two Bathroom		\$251.00
Three Bathroom		\$311.00
Each additional Bath/Kitchen		\$60.00
Each additional 100 ft of water, sewer, or storm line or fraction thereof.		\$22.00 per type
1 & 2 Family Dwelling Fire Sprinkler System		<b>See Table E-4</b>

**Table E-2: Plumbing Permit Fees**

<b>1 &amp; 2 Family Dwelling:</b> Additions, Alterations, Repairs, & Accessory Structure <b>Commercial:</b> New, Additions, Alterations, Repairs, Accessory Structure, & Fire Systems <b>Multifamily:</b> New, Additions, Alteration, Repairs, Accessory Structure & Fire Systems <b>Manufactured Dwellings:</b> New (utilities beyond 30 ft), Additions, Alterations, Repairs, & Accessory Structure		
<b>Site Utilities:</b>	<b>Fee/Unit</b>	
Sanitary sewer –first 100 feet	\$28.00	
-- each additional 100 feet, or fraction thereof	\$22.00	
Storm sewer including trench drains, leach lines, and drywells –first	\$28.00	
-- each additional 100 feet, or fraction thereof	\$22.00	
Water service –first 100 feet	\$28.00	
-- each additional 100 feet, or fraction thereof	\$22.00	
<b>Fixtures or Items:</b>	<b>Residential Fee/Unit</b>	<b>Commercial Fee/Unit</b>
Backflow preventer	\$40.00	\$46.00
Backwater valve	\$40.00	\$46.00
Clothes washer	\$15.00	\$20.00
Dishwasher	\$15.00	\$20.00
Drinking fountain	\$15.00	\$20.00
Ejectors/sump pump	\$15.00	\$46.00
Expansion tank	\$15.00	\$46.00
Floor drain/floor sink/hub drain	\$15.00	\$20.00
Garbage disposal	\$15.00	\$20.00
Hose bib	\$15.00	\$20.00
Ice maker	\$15.00	\$20.00
Primer	\$15.00	\$20.00
Sink/basin/lavatory	\$15.00	\$20.00
Tub/shower/shower pan	\$15.00	\$20.00
Urinal	\$15.00	\$20.00
Water closet	\$15.00	\$20.00
Water heater	\$15.00	\$20.00
Other - plumbing	\$15.00	\$46.00
Medical Gas Installations (Plan	Based on valuation using Table A-1	
<b>Minimum Permit Fee</b>	<b>\$40.00</b>	<b>\$60.00</b>

**Table E-3: Plumbing Permits - Related Fees**

Other Inspections and Fees	Fee
Plumbing Plan Review – when required or requested (Plan review is required for Medical Gas Installations, Fire Suppression Systems, and complex structures as defined by OAR Chapter	25% of the permit fee
Additional Plumbing Plan Review required due to revisions to the construction documents	\$46.00 / hour
Re-inspection Fee	\$46.00 each
Inspections outside of normal Business hours	\$60.00 / hour (one hour minimum )
Inspections for which no fee is specifically	\$46.00 / hour
Investigation Fee – work done without permits	\$ 60.00 / hour
General State Surcharge: ORS 455.210	As set by the State of Oregon

**Table E-4: Plumbing Permits – 1 & 2 Family Dwelling Fire Suppression <sup>1</sup>**

Multipurpose or Continuous Loop Fire Suppression Systems (13D)

(Fees based on total square footage of the dwelling unit to be covered by the system)

Total Square Footage	Permit Fee
0 to 2,000 square feet	\$87.00
2,001 to 3,600 square feet	\$129.00
3,601 to 7,200 square feet	\$164.00
Over 7,200 square feet	\$200.00
Plumbing plan review	25% of the permit fee
<p><sup>1</sup> Stand-alone systems are permitted under separate building permits. However, a plumbing permit for a backflow prevention device (in the event of connectivity to potable water supply) is required. Plan review is required on all 1 &amp; 2 Family Dwelling Fire Suppression Systems.</p>	

## F. Electrical Permits

**Table F-1: Electrical Permit Fees**

<b>1 &amp; 2 Family Dwelling:</b> New, Additions, Alterations, Repairs, & Accessory Structure <b>Commercial:</b> New, Alterations, Additions, Repairs, & Accessory Structure <b>Multifamily:</b> New, Alterations, Additions, Repairs, & Accessory Structure	
<b>A. 1 &amp; 2 Family Dwelling-New or Multi-Family Dwelling Building - New: Service Included</b>	<b>Fee/Equipment</b>
1000 square feet or less	\$106.00
--Each additional 500 square feet, or fraction	\$19.00
--Limited energy, for New 1 & 2 Family Dwelling NOTE: <i>If a limited energy permit is purchased separately from the new building electrical permit, use fee listed in the "Miscellaneous" section.</i>	\$25.00
New Multi-family Construction Largest unit uses above sq. ft.; each additional unit Limited Energy Protective Signaling	50% of largest unit rate \$56.00 / floor \$56.00 / floor
<b>B. Services or Feeders Installation, Alterations or Relocation (Does not include branch</b>	
200 amps or less	\$63.00
201 amps to 400 amps	\$75.00
401 amps to 600 amps	\$125.00
601 amps to 1000 amps	\$163.00
Over 1000 amps or volts	\$375.00
<b>C. Temporary Services/Feeders Installation, Alteration, or Relocation</b>	
200 amps or less	\$50.00
201 amps to 400 amps	\$69.00
401 amps to 600 amps	\$100.00
601 amps to 1000 amps	\$163.00
Over 1000 amps or 1000 volts	\$375.00
<b>D. Branch Circuits - New, Alterations or Extension, per Panel</b>	
Feeder for branch circuits with above service or feeder fee -- each branch circuit	\$3.00
Fee for branch circuits <b>without</b> service or feeder -- First branch circuit -- Each additional branch circuit	\$43.00 \$3.00
<b>E. Miscellaneous (Service or Feeder Not Included)</b>	
Each manufactured or modular dwelling, service and/or	\$50.00
Reconnect only	\$50.00
Pump or irrigation circle	\$50.00
Sign or outline lighting	\$50.00
Each signal circuit(s) or each limited-energy panel alteration or extension	\$50.00
<b>F. Renewable Electrical Energy</b>	
5 kva or less (all renewable types)	\$79.00
5.01 to 15.00 kva(all renewable types)	\$94.00
15.01 to 25.00 kva (all renewable types)	\$156.00
For wind generation systems in excess of 25 kva: 25.01 kva to 50.00 kva 50.01 kva to 100 kva Over 100 kva	\$204.00 \$469.00 Use sections B or C, plus D

Base fee for solar generation systems in excess of 25 kva Add for each additional kva, or fraction thereof over 25	\$156.00 \$6.24
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**Table F-2: Electrical Permits - Related Fees**

Other Inspections and Fees	Fee
Electrical Plan Review – when requested or required by OAR Chapter 918, Division 311	25% of the permit fee
Additional Electrical Plan Review required due to revisions to the construction documents	\$86 / hour
Re-inspection Fee	\$44.00 each
Inspections outside of normal Business hours	\$86.00 / hour (one hour minimum)
Inspections for which no fee is specifically	\$44.00 / hour
Investigation Fee	\$86.00 / hour
Master Permit Inspection Program OAR 918-309-0100	\$100.0
(a) Application fee: 1 <sup>st</sup> time only, no charge for renewals	0
(b) Inspection fee (includes	\$86.00
General State Surcharge: ORS	As set by the State of Oregon

**G. Customized Permit Services**

**Table G-1: Phased Plan Review**

Allows construction to begin on a portion or portions of a building before the construction documents for the whole building have been submitted.

Service Option	Fee
Phased Plan Review – in addition to standard plan review fees	\$250.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00 per phase

**Table G-2: Deferred Plans Submittal**

Portions of a building design are allowed to be submitted separately.  
Does not apply to deferred permits.

Service Option	Fee
Deferred Plans Submittal – in addition to the project plan review fee based on total project value	65% of the structural permit fee calculated using the value of the particular deferred portion or portions of the project, with a minimum fee of \$150.00.

**J. Miscellaneous Fees**

**Table J-1: Miscellaneous Fees**

Description	Fee
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Copy Costs Letter (8.5x11) 18 x 24 24 x 36 36 x 40+	\$0.25 / sheet (1-10 copies); \$0.10 / sheet (11+ copies) \$2.00 / sheet \$3.00 / sheet \$4.00 / sheet
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