COUNTY DEPARTMENT AGENDA REQUEST

Department:	Permits and Inspections	Presenter(s):	Joe Scarborough
Meeting Date:	Thursday, February 25, 2010	Type of Request:	Old Business

Wording for the Agenda:

Consideration of staff's request for establishing fees for Demolition Permits, Notice of Violation, and Commercial Greenhouse Permits as requested by the Permits and Inspections Department.

Background/History/Details:

At the February 3, 2010 Workshop, the Board of Commissioners heard a briefing from the Permits and Inspections Department about work associated with Demolition Permits, Notices of Violation and Commercial Greenhouse Permits. The Board instructed Staff to provide them with what it currently costs the County to manage these permit types.

Staff has prepared a cost analysis for each of the permit types discussed. These are costs currently incurred -- not recommended permit fees.

What action are you seeking from the Board of Commissioners?

The Permits and Inspections Department is providing this information to the Board of Commissioners and is requesting input from the Board as to whether or not to bring forth a recommendation for new permits and fees associated with these permit types in the future.

If this item requires funding, please describe:

Not Applicable

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Wednesday, February 3, 2010
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

FAYETTE COUNTY, GEORGIA

ANALYSIS OF ASSOCIATED COSTS

	Total Cost
Greenhouse Structure Inspection	**$ 441.91**
Demolition Permit	**$ 100.78**
Notice of Violation - Compliance by Homeowner	**$ 119.03**
Notice of Violation - Non-Compliance by Homeowner	**$ 219.50**

Demolition Permit - Fayette County Associated Costs

Currently, there are no fees assessed for these types of permits. In 2009, twenty-nine Demolition Permits were issued with Fayette County absorbing all costs.

Procedure followed when responding to a complaint with associated costs:

1. **Perform site visit** (including taking photos), **issue of Stop Work Order** and **Notice of Violation** (if demolition has begun prior to obtaining a permit). This will account for approximately 1 hour of the Interim Director time.

Salary/Benefits	$	34.39	per hour
Total hours		1	
Total salary/benefits costs	**$**	**34.39**	

2. **Issuance of the Demolition Permit** involves creating a permit, scanning and attaching all documents, pictures and issuing the permit. This will account for approximately 1 hour of the Permit Technician time.

Salary/Benefits	$	22.84	per hour
Total hours		1	
Total salary/benefits costs	**$**	**22.84**	

3. After all demolition is complete, a **Final Inspection** is performed to insure that all utilities have been properly terminated and all debris has been removed and all disturbed landscape is seeded and strawed. Including closing file in Energov, this will account for approximately 1 hour of the Interim Director time.

Salary/Benefits	$	34.39	per hour
Total hours		1	
Total salary/benefits costs	**$**	**34.39**	
Total salary/benefits	**$**	**91.62**	

Other Associated Costs:

These are indirect costs incurred in the issuance of building permits. A rate of 10% of direct costs (salary/benefits) can be used to determine other associated costs per permit.

Total salary/benefits	$	91.62
10% for indirect costs		0.10
Associated costs per permit	**$**	**9.16**
Fayette County Total Costs	**$**	**100.78**

Notice of Violation Permit - Fayette County Associated Costs

Currently, there are no fees assessed for these types of permits. In 2009, fourty-six Notice of Violation Permits were posted with Fayette County absorbing all costs.

Procedure followed when responding to a complaint with associated costs - **Non-Compliance by Homeowner**:

1. **Initial Inspection of Property** (including taking photos) and posting property with a notice will account for approximately 1 hour of the Interim Director time.

Salary/Benefits	$	34.39	per hour
Total hours		1	
Total salary/benefits costs	**$**	**34.39**	

2. **Creation of the Notice of Violation**, scanning documents, letter to homeowner to the file, and forwarding all information to the Marshal's Office. This will account for 1 hour of the Interim Director time.

Total salary/benefits costs	**$**	**34.39**

3. **Re-inspection of the property** when there is no response from the homeowner within the time specified. The Marshal's Office is directed to issue a citation. This accounts for approximately 1 hour of the Interim Director time.

Total salary/benefits costs	**$**	**34.39**

3. **Issuance of Citation for Non-Compliance** - This will take approximately 1 hour of a Deputy Marshal time.

Salary/Benefits	$	22.56	per hour
Total hours		1	
Total salary/benefits costs	**$**	**22.56**	

3. **Citations require a court appearance** which accounts for approximately 2 hours of the Interim Director time.

Salary/Benefits	$	34.39	per hour
Total hours		2	
Total salary/benefits costs	**$**	**68.78**	
Total salary/benefits	**$**	**194.51**	

Other Associated Costs:

Copy of the Notice of Violation and letter to the homeowner sent certified mail	**$**	**5.54**

These are indirect costs incurred in the issuance of notices of violation. A rate of 10% of direct costs (salary/benefits) can be used to determine other associated costs per notice.

Total salary/benefits	$	194.51
10% for indirect costs		0.10
Associated costs per permit	**$**	**19.45**

Fayette County Total Costs	**$**	**219.50**	**-- Non-Compliance --**

Notice of Violation Permit - Fayette County Associated Costs

Currently, there are no fees assessed for these types of permits. In 2009, fourty-six Notice of Violation Permits were posted with Fayette County absorbing all costs. The procedure to be followed changes if there is non-compliance by the homeowner.

Procedure followed when responding to a complaint with associated costs - **Compliance by Homeowner**:

1. **Initial Inspection of Property** (including taking photos) and posting property with a notice will account for approximately 1 hour of the Interim Director time.

Salary/Benefits	$	34.39	per hour
Total hours		1	
Total salary/benefits costs	**$**	**34.39**	

2. **Creation of the Notice of Violation**, scanning documents, letter to homeowner to the file, and forwarding all information to the Marshal's Office. This will account for 1 hour of the Interim Director time.

Salary/Benefits	$	34.39	per hour
Total hours		1	
Total salary/benefits costs	**$**	**34.39**	

3. **Re-inspection of the property** when violations are completed. This accounts for approximately 1 hour of the Interim Director time.

Salary/Benefits	$	34.39	per hour
Total hours		1	
Total salary/benefits costs	**$**	**34.39**	
Total salary/benefits	**$**	**103.17**	

Other Associated Costs:

Copy of the Notice of Violation and letter to the homeowner sent certified mail	**$**	**5.54**

These are indirect costs incurred in the issuance of notices of violation. A rate of 10% of direct costs (salary/benefits) can be used to determine other associated costs per notice.

Total salary/benefits	$	103.17
10% for indirect costs		0.10
Associated costs per permit	**$**	**10.32**

Fayette County Total Costs	**$**	**119.03**	**-- Compliance --**

Greenhouse Structure Inspection - Fayette County Associated costs

The costs associated with issuing building permits for a Greenhouse structure are determined taking into consideration the steps involved in the issuance of a building permit for this type of structure. Costs associated with issuing these permits would include direct costs (personnel costs) and indirect costs (vehicle costs, supplies, uniforms, etc.).

The issuance of this type of permit is a three step process:

1. Inspection of the structure
2. A Commercial Plan Review
3. Processing of the Permit

Associated costs for each step:

1. **Inspection of the structure** - only certain personnel have the certifications necessary to inspect this type of structure. This type of structure requires approximately 10 inspections. Each inspection would take approximately 1 hour (10 total hours)

Salary/Benefits	$	31.93	per hour
Total hours of inspection		10	
Total salary/benefits costs	**$**	**319.30**	

2. **A Commercial Plan Review** - the plan review would be performed by the Plans Examiner. The plan review would take approximately two hours.

Salary/Benefits	$	29.80	per hour
Total hours of plan review		2	
Total salary/benefits costs	**$**	**59.60**	

3. **Processing of the Permit** - processing of the permit would be performed by a Permit Technician.

Salary/Benefits	$	22.84	per hour
Total hours of plan review		1	
Total salary/benefits costs	**$**	**22.84**	

Total salary/benefits	**$**	**401.74**

Other Associated Costs:

These are indirect costs incurred in the issuance of building permits. A rate of 10% of direct costs (salary/benefits) can be used to determine other associated costs per building permit.

Total salary/benefits	$	401.74
10% for indirect costs		0.10
Associated costs per permit	**$**	**40.17**

Fayette County Total Costs	**$**	**441.91**
Permit fee based on current Fee Structure ($0.21 * 9000 sq. ft.)	**$**	**1,890.00**
Average Permit Fee (survey of seven counties/cities)	**$**	**809.04**