LOOKING AHEAD

PLANNING THE FUTURE OF ALAMO HEIGHTS

COMMUNITY DEVELOPMENT DEPARTMENT STAFF

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CITY OF ALAMO HEIGHTS COMMUNITY DEVELOPMENT DEPARTMENT

SCHEDULE OF DEVELOPMENT FEES

All fees are subject to change at the discretion of the City Council. Please contact the Community Development Department to inquire about any changes to this schedule.

REFUND POLICY: All plan review, inspection, re-inspection, partial inspection, contractor registration, tree vendor registration, certificate of occupancy, food establishment, and alcoholic beverage license fees are non-refundable.

ADMINISTRATIVE

1. A plan review fee shall be required when a proposed project construction cost is greater than ten thousand dollars ($10,000).
2. A non-refundable administrative fee of twenty-five dollars ($25.00) is due upon receipt of all applications where a plan review fee is not required. This fee shall be deducted from any additional charges.
3. All application fees for a submission to city council or any board/commission shall be due upon receipt of application.
4. In the event that the work for which a permit has been issued as authorized in this chapter has not been started, the director may refund the permit fee, less an administrative charge equivalent to fifteen percent (15%) of the permit fee, but not less than sixty-five dollars ($65.00), upon written request from the applicant to cancel the permit.

CONTRACTOR REGISTRATION

1. General Contractor registration one-hundred dollars ($100.00) annually
2. Tradesman twenty-five dollars ($25.00) annually

PLAN REVIEW

Fees shall be in addition to all building permit fees and shall be equal to twenty-five percent (25%) for projects less than or equal to fifty-thousand dollars ($50,000), or fifty percent (50%) for projects greater than fifty-thousand dollars ($50,000) of the calculated building permit fee. Plan Review by outside consultants shall be non-refundable and equal the actual cost paid by the city plus a three percent (3%) administrative fee Preliminary project review/meetings: $75

DEMOLITION & MOVES

Fees shall be based on the total valuation of demolition (see inset: Permit fees) five-hundred dollars ($500.00) refundable clean-up deposit is required for demolition of main structures.

BUILDING PERMITS

Fees shall be based on the total valuation of the proposed project. The fee for all permits including building, mechanical, landscaping, electrical, plumbing, sewer and gas permits, excluding fire, shall be based on the total value of the respective project, but in no case shall it be less than sixty-five dollars ($65.00) (see inset: Permit Fees)

PERMIT FEES

TOTAL VALUATION	FEE
$1.00 to $10,000.00	3.0% of valuation, but not less than $65.00
$10,001.00 to $50,000.00	$300.00 plus 2.0% of the amount over $10,001.00
$50,001.00 to $100,000.0	$1,100.00 plus 1.0% of the amount over $50,001.00
$100,001.00 to $500,000.00	$ 1,600.00 plus 0.85% of the amount over $100,001.00
$500,001.00 to $1,000,000.00	$5,000.00 plus 0.70% of the amount over $500,001.00
$1,000,001.00 to $10,000,000.00	$8,500.00 plus 0.55% of the amount over $1,000,001.00
$10,000,001.00 and higher	$58,000.00 plus 0.50% of the amount over $10,000,001.00

PERMIT RENEWALS & EXTENSIONS

Requests prior to expiration:
$25 administrative fee (granted for maximum 90 calendar days from original expiration date)

Requests after expiration:
$25 administrative fee +$250 penalty fee

FIRE PERMITS

Fees shall be based on the scope of work of each specific permit. The fee for fire permits shall not be less than sixty-five dollars ($65.00) (contact the Community Development office or Fire Dept for specific fire permit fees).

INSPECTIONS

1. Inspections conducted outside of normal business hours is seventy dollars and fifty cents ($70.50) per hour charged in fifteen (15) minute intervals with the minimum charge being two (2) hours and shall be non-refundable.
2. If the inspection requires the use of outside consultants, the non-refundable fee is the actual cost paid by the city plus a three percent (3%) administrative fee.
3. Inspections for which no fee is specifically indicated shall be $70.50 per hour (Minimum 1/2 hr).

RE-INSPECTIONS

1. Building permits: $70.50 per hour (minimum charge two hours)
2. Fire and Trade permits: $65.00

CERTIFICATES OF OCCUPANCY*		
1) Commercial Structures (owner of property)	Single-tenant	$150
	Multi-tenant	$250
	Building Shell**	$0
2) Commercial Structures (tenants)	0 - 150 sf	$50
	151 - 500 sf	$100
	501 - 2,000 sf	$150
	2,001 - 10,000 sf	$200
	10,001 sf or greater	$250
3) Multi-family properties with on-site management office or semi-public pool provided	All	$100

**Fees shall be doubled where operating without a valid certificate of occupancy*
***Approved commercial new construction projects only.*

TEMPORARY CERTIFICATES OF OCCUPANCY		
1) Projects under construction (owner of property)	Single-tenant	$150.00
	Multi-tenant	$250 00
2) Qualified Neighborhood Event	$0.00*	
3) Special Events	$100.00*	
4) Miscellaneous Events	$100.00*	
5) Temporary uses or occupancy	$100.00*	

**$300 refundable clean-up deposit required.*

FOOD ESTABLISHMENT PERMIT FEES		
	1-3 employees	$100
	4-6 employees	$200
	7-10 employees	$300
	11-20 employees	$400
	21+ employees	$500

TEMPORARY FOOD ESTABLISHMENT FEES	
Per day*	$50.00
*Maximum 14 calendar days	

BOARD OF ADJUSTMENT	
1) Variance application base fee - Any number of pre-existing variances or one newly created variance	$ 250.00
2) Variance application - Each additional newly created variance	$ 50.00
3) Variance application - After the fact - Any number of pre-existing or one newly created variance	$ 500.00
4) Variance application - After the fact - Each additional newly created variance	$ 100.00
5) Variance case postponement 2nd *(applicant requested)*	$ 125.00
6) Variance case withdrawal/rescheduling *(applicant requested)*	$ 250.00
ARCHITECTURAL REVIEW BOARD	
1) Preliminary review	$ 150.00
2) Design review application fee *(signs only)*	$ 100.00
3) Design review application fee *(all other projects)*	$ 250.00
4) Design review application fee - After the fact	$ 500.00
5) Design review case postponement *(applicant requested)*	$ 125.00
6) Design review case withdrawal/rescheduling *(applicant requested)*	$ 250.00
7) Demolition Review - Structural significance only	$ 50.00
8) Demolition Review - Accessory structure	$ 500.00
9) Demolition Review- Main structure	$1000.00
PLANNING & ZONING COMMISSION	
1) Zoning Case application fee	$ 300.00
2) Zoning case postponement 2nd *(applicant requested)*	$ 150.00
3) Zoning case withdrawal/rescheduling *(applicant requested)*	$ 300.00
4) Zoning case application fee - Re-platting to address variances	$ 400.00

MISCELLANEOUS		
1) Tree Removal Permit Fees	Heritage	$ 125
	Non-Heritage	$ 25
Pruning	(per property)	$ 10
Vendor registration	Annually	$ 25
2) Storm Drainage Impact fee	(per sq.ft. additional impervious cover	$ 0.40
3) Flood Plain / Floodway Development Permits	Level 1	$1500
	Level 2	$ 500
4) Garage sales	1st day	$ 35
	2nd day	$ 25
5) Estate sales	1st day	$ 100
	2+ days (per day)	$ 50