

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE REPEALING SECTIONS 2-46 (D), 2-47 (D), AND 2-48 (D & E) OF CHAPTER 2 ADMINISTRATION, APPLICATION FEE REQUIREMENTS OF SECTION 7-52 (1 & 2) OF CHAPTER 7 FLOOD DAMAGE, PREVENTION AND CONTROL, SECTIONS 8-34 (A & G) OF CHAPTER 8 FOOD AND FOOD ESTABLISHMENTS, AND FEES FOR GARAGE AND ESTATE SALES IN SECTION 10-67 OF CHAPTER 10 MISCELLANEOUS PROVISIONS AND OFFENSES, AND ADOPTING A SCHEDULE OF DEVELOPMENT FEES TO CORRESPOND WITH REGULATIONS AS ADOPTED WITHIN CHAPTER 2 ADMINISTRATION, CHAPTER 5 BUILDING AND BUILDING REGULATIONS, CHAPTER 7 FLOOD DAMAGE, PREVENTION AND CONTROL, CHAPTER 8 FOOD AND FOOD ESTABLISHMENTS, AND CHAPTER 10 MISCELLANEOUS PROVISIONS AND OFFENSES OF THE CITY OF ALAMO HEIGHTS CODE OF ORDINANCES;

**DRAFT**

WHEREAS, the City of Alamo Heights desires to adopt annually a schedule of development fees to enhance the communication of required fees in a comprehensive manner to the public; and

WHEREAS, it's imperative for the City of Alamo Heights to maintain current and up-to-date regulations and fees to continue to provide for the protection of its citizens and efficient city operations;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALAMO HEIGHTS, TEXAS:

THAT, a Schedule of Development Fees is hereby adopted as follows:

**“Schedule of Development Fees”**

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1. Administrative
2. Contractor Registration
3. Demolition and Moves
4. Building Permits
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### **Administrative**

1. A plan review fee shall be required when a proposed project construction cost is greater than or equal to fifty-thousand (\$10,000) dollars.
2. A non-refundable administrative fee of fifty (\$25.00) dollars 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 \$65, upon written request from the applicant to cancel the permit.

### **Contractor's Registration**

1. General Contractor registration \$100 annually
2. Tradesman \$25 annually.

### **Demolition/Move permits**

1. Demolition permit fees shall be based on the total valuation of demolition (see inset Table 1: Permit fees) \$500 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 seventy-five dollars (\$65.00) (see inset Permit Fees): Any permits for work begun without a valid permit shall be charged double the regular permit fee.

#### **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 plus \$250 penalty fee

#### **Plan Reviews**

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 (\$50,000) dollars, or fifty percent (50%) for projects greater than fifty-thousand (\$50,000) dollars) 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 and meetings: \$75

<b>Permit Fees</b>	
<i>Total Valuation</i>	<i>Fee</i>
\$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 \$100,000.00	\$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

## Fire Permits

Fees shall be based on the scope of work of each specific permits. The fee for fire permits shall not be less than seventy-five dollars (\$65.00) (see inset Fire Permit Fees): Any permits for work begun without a valid permit shall be charged double the regular permit fee.

<b>Fire Permit Fees</b>	
<b>Type of System or Fee</b>	<b>Application Fees</b>
<b>New Fire Sprinkler System</b>	1-10 heads, \$125 11-25 heads, \$150 26-200 heads, \$200 201 +, \$200 + 75 cents per head, \$2,000.00 max And \$40.00 each additional floor.
<b>Sprinkler modification with heads</b>	1-9 heads, \$12.00 per head 10-25 heads, \$125.00 26-200 heads, \$150.00 201 +, \$150 + 75 cents per head, \$2000 max. And \$20.00 each additional floor.
<b>Sprinkler modification without heads</b>	\$100.00
<b>Spray Booth System</b>	\$250.00
<b>Vent/Hood Suppression</b>	\$100.00
<b>Alternative fire Protection System</b>	\$250.00
<b>Fire Alarm Systems Modification (Panel)</b>	\$100.00
<b>Fire Alarm Systems (including initiating or signaling devices)</b>	1-10 devices, \$125 11-25 devices, \$150 26-200 devices, \$200 201 +, \$200 + 75 cents per devices, \$2,000.00 max And \$40.00 each additional floor.
<b>Fire Alarm Systems Modification (including initiating or signaling devices)</b>	1-9 devices, \$12.50 per device. \$125.00 10-25 devices \$150.00 26-200 devices 75 cents each devices above 200, max of \$2000.00 plus \$20 each floor.
<b>Smoke Control Systems</b>	\$175.00
<b>Underground Fire System</b>	\$200.00
<b>Flammable and Combustible Liquids</b>	\$200.00
<b>Hot Work Operation</b>	\$100.00
<b>Motor Fuel Dispensing Locations</b>	\$150.00
<b>Carnivals and Fairs</b>	\$300.00
<b>System Retesting Fee</b>	\$75.00
<b>Rescheduling Fee</b>	\$75.00
<b>Re-inspection Fee</b>	\$30.00
<b>After hours fee</b>	\$50 per hour, 2 hour min.

**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 ½ hr).

**Re-inspections**

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

**Partial Inspections**

Partial (phased) inspections may be granted for each type of required inspection. The fee for each partial inspection shall not be less than \$65. An inspection fee will not be charged for the first inspection in a given area. Phasing of units or stories will require partial inspection fees be paid before the second phase (partial) is requested.

**Certificates of Occupancy**

<b>Certificates of Occupancy*</b>		
1) <u>Structure (owner of property)</u>	<u>Single-tenant</u>	<u>\$150</u>
"	<u>Multi-tenant</u>	<u>\$250</u>
"	<u>Building Shell**</u>	<u>\$100</u>
2) <u>Tenants (based on occupied square footage(sf))</u>	<u>0 - 150 sf</u>	<u>\$50</u>
"	<u>151 - 500 sf</u>	<u>\$100</u>
"	<u>501 - 2000 sf</u>	<u>\$150</u>
"	<u>2001 - 10,000 sf</u>	<u>\$200</u>
"	<u>10,001 sf or greater</u>	<u>\$250</u>

*\*Fees shall be doubled where operating without a valid certificate of occupancy.*

*\*\*Approved commercial construction projects only.*

<b>Temporary Certificates of Occupancy</b>		
1) Projects under construction (owner of property)	<u>Single-tenant</u>	<u>\$ 150.00</u>
"	<u>Multi-tenant</u>	<u>\$ 250.00</u>
2) Qualified Neighborhood Event		<u>\$0.00*</u>
3) Special Events		<u>\$ 100.00*</u>
4) Miscellaneous Events		<u>\$ 100.00*</u>
5) <u>Temporary uses or occupancy</u>		<u>\$ 100.00*</u>

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

**Food Establishment Permits**

Food Establishment Permit Fees	
1-3 employees	<u>\$110.00</u>
4-6 employees	<u>\$220.00</u>
7-10 employees	<u>\$440.00</u>
11-25 employees	<u>\$660.00</u>
26-50 employees	<u>\$880.00</u>
51+ employees	<u>\$1100.00</u>
Temporary Food Establishment Fees	
Per day*	\$50.00

\*Maximum 14 calendar days

**Alcoholic Beverage Licenses**

*Per the Alcoholic Beverage Code of the State of Texas and Bexar County*

**Boards and Commissions**

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 2 <sup>nd</sup> (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	\$ 250.00
3) Design review application fee – After the fact	\$ 500.00
4) Design review case postponement (applicant requested)	\$ 125.00
5) Design review case withdrawal/rescheduling (applicant requested)	\$ 250.00
6) Demolition Review – Structural significance only	\$50.00
7) Demolition Review – Accessory structure	\$500.00
8) Demolition Review – Main structure	\$1000.00

Planning & Zoning Commission	
1) Zoning Case application fee	\$ 300.00
2) Zoning case postponement 2 <sup>nd</sup> (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

**Signs**

<b>Signs</b>	
1) Banner	\$45
2) Temporary Sign	\$125
3) Temporary to Permanent Sign	\$125
4) Permanent Sign*	\$125

\*Architectural Review Board approval required.

**Miscellaneous**

**Tree Removal/Pruning Permits**

\$25 each (non-heritage)

\$150 each (heritage)

**Tree Service Vendor Registration**

\$25 registration - annually

**Flood Plain**

Level 1 Floodplain Development Permit: \$1500.00

Level 2 Floodplain Development Permit: \$500.00

**Garage / Estate Sales**

Garage Sale: 1 day = \$35, 2 days = \$20 per day

Estate Sale: 1 day = \$100,  $\geq 2$  days = \$50 per day

**REFUND POLICY**

All plan review, inspection, re-inspection, partial inspection, contractor registrations, tree vendor registrations, certificates of occupancy, food establishment, and alcoholic beverage license fees are non-refundable.

THAT, this Ordinance shall become effective five days after publication of the caption hereof and shall be adopted annually within the city's annual budget.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_

ATTEST:

MAYOR

\_\_\_\_\_  
CITY SECRETARY

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY