City of Cody Contractors’ Board
AGENDA

Thursday, July 28, 2022 - 12:00 p.m.
Conference Room at City Hall, 1338 Rumsey Avenue, Cody, WY

A. PROCEDURAL
   1. Call to Order
   2. Roll Call, excused members
   3. Approval of Agenda for July 28, 2022
   4. Approval of Minutes from June 23, 2022

B. CONTRACTOR’S LICENSE
   1. Mountain Man Plumbing, LLC – Wyatt Kincheloe
      Application for a Master Plumbing
      Action: Review and discuss – Approve, Deny, or Table application

   APPROVED CONTRACTORS
   1. Kleen Kare, LLC – Specialty License (limited demo, Drywall, framing, insulation)
   2. Renner Sport Surface / Tennis and Track Company – Specialty (updated info)
   3. Clinton Mulbay Construction Specialty (updated residential categories)
   4. Sletten Construction of WY, Inc. – New Qualifier Scott Carpenter

C. New Business

D. Matters from Board Members (announcements, comments, etc.)

E. Staff Comments – Community Development Fee Schedule

F. Public Comments: The City Contractors’ Board welcomes input from the public. In
   order for everyone to be heard, please limit your comments to five (5) minutes per
   person.

G. Adjourn

The public is invited to attend all Contractors’ Board meetings. If you plan to attend or need special accommodations to
participate in the meeting, please call the City office at (307)527-7511 at least 24 hours in advance of the meeting to make
arrangements.
A regular meeting of the City of Cody Contractor Board was held on Thursday, June 23, 2022.

Mike Kelly called the meeting was called to order at 12:06 p.m.

Present: Heidi Rasmussen, Troy Kincheloe, Wes Werbelow, Andy Cowan, Mike Kelly, Todd Evans, Jake Schrickling (called in), Building Official Sean Collier, Administrative Coordinator Bernie Butler

Absent: Dave Schlosser, Ray Lozier

Wes Werbelow made a motion, seconded by Todd Evans to approve the agenda for the June 23, 2022 meeting. Vote on the motion was unanimous, motion passed.

Wes Werbelow made a motion, seconded by Heidi Rasmussen to approve the minutes from the May 12, 2022 meeting. Vote on the motion was unanimous. Motion passed.

Sean Collier reviewed the following contractor applications:

1. Cody Regional Health – Mechanical / HVAC License. Wes Werbelow made a motion, seconded by Todd Evans to approve the license. Vote on the motion was unanimous, motion passed.

2. Triple JB – Specialty Contractor License for residential framing and decks. Wes Werbelow made a motion, seconded by Troy Kincheloe to approve the license. Vote on the motion was unanimous, motion passed.

3. Troll Construction & Remodel – Specialty license for residential demo, drywall, fencing, and siding. Wes Werbelow made a motion, seconded by Todd Evans to approve the license. Vote on the motion was unanimous. Motion passed.

4. White Oak Framing, LLC – Specialty license for commercial drywall, framing, and insulation. Troy Kincheloe made a motion, seconded by Wes Werbelow to approve the license. Vote on the motion was unanimous, motion passed.

5. Hollinger Enterprises, LLC – Specialty license for roofing and siding. Todd Evans made a motion, seconded by Wes Werbelow to approve the license. Vote on the motion was unanimous, motion passed.

The following contractors were approved for a license by our Building Official:

1. Cody Regional Health – Master Plumbing
2. Legacy Telecommunications – Steel fab, concrete, underground utilities, fencing
3. Legacy Telecommunications – Master Electrical
4. LM Construction, LLC – Specialty demo, framing, roofing, siding, windows
5. Stone House Data Solutions, LLC – Master Electrical

Matters from the Board: The City of Cody website needs updated with board members and vacancies. Building permit fees and the electrical inspections for the City of Cody were discussed. Sean Collier explained the process the City of Cody is going through with the Electrical Inspector.

Andy Cowan made a motion, seconded by Jake Schrickling to adjourn the meeting. Vote on the motion was unanimous, motion passed. Meeting was adjourned at 12:57 p.m.

_Bernie Butler_
Bernie Butler, Administrative Coordinator
Applicant’s Name (Qualifier): Wyatt Kincheloe  Business Name: Mountain Man Plumbing

Physical Address: 3326 Hardpan Road  City: Cody  State: WY  Zip: 82414

Mailing Address: 3326 Hardpan Road  City: Cody  State: WY  Zip: 82414

Phone: (307) 899-4733  Cell:  Email: mtnmanplumbing@gmail.com

Before completing the section below, please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: www.cityofcody-wy.gov/111/Municipal-Code).

Category of License Requested:

☒ Master Plumbing Contractor (To perform plumbing work (including fuel gas) within all types of buildings and structures.)

Attach certification showing you have passed the International Code Council Exam for “Master Plumber with Fuel Gas”. (Also requires 48 months of experience.)

☐ Plumbing Contractor—IRC (To perform plumbing work within buildings and structures regulated by the International Residential Code.)

Either attach certification showing you have passed the International Code Council Exam “F26 National Standard Residential Plumber” (also requires 12 months of experience); or, show you have at least 36 months of experience that demonstrate the knowledge, skills, and proficiency to perform work of this nature.

☐ Master Mechanical/HVAC Contractor (To perform mechanical/HVAC work within all types of buildings and structures.)

Either attach certification showing you have passed the International Code Council Exam “Master Mechanical” (also requires 24 months of experience); or, show you have at least 48 months of experience that demonstrate the knowledge, skills, and proficiency to perform work of this nature.

☐ Mechanical/HVAC Contractor—IRC (To perform mechanical/HVAC work within buildings and structures regulated by the International Residential Code.)

Either attach certification showing you have passed the International Code Council Exam “F26 National Standard Residential Mechanical” (also requires 12 months of experience); or, show you have at least 36 months of experience that demonstrate the knowledge, skills, and proficiency to perform work of this nature.

Work History: Provide a résumé of your personal work history demonstrating that you have the minimum relevant experience required. Include contact information for your employer(s) or the building official(s) where the work was performed. You may use the attached “Work History” form if you do not have a résumé with the information requested.

(Over)
**Insurance:** Provide an insurance certificate from your insurance company indicating that your company has liability insurance in the amounts noted below, and which insurance certificate lists the City of Cody as a “certificate holder” (not “additional insured”).

- □ Bodily injury liability insurance coverage of not less than one million dollars per person/occurrence; and,
- □ Property damage liability insurance coverage of not less than one million dollars for each occurrence.

**Fee:** The application must be accompanied by the $200.00 application fee. Payment may be made to the City of Cody by cash, check, or credit card (Visa, MasterCard, Discover).

**Certification:** By signing this application form, I certify that:

1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this 3rd day of July, 2022.

Name of Business: **Mountain Man Plumbing**

By: **Wyatt Kincheloe**

Title/Office: **Owner**

STATE Wyoming  
COUNTY Park

The foregoing instrument was acknowledged before me by Wyatt Kincheloe this 18th day of July, 2022.

Witness my hand and official seal.

Notary Public

My Commission Expires: 05-06-2023

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**Contractor Licensing Board Review:**

Review of this application includes an interview by the Building Official and/or Contractor Licensing Board. If Board review is required, they typically meet the 4th Thursday of each month at noon in the City Hall conference room (1338 Runsey Avenue). Applications requiring Board review should be submitted at least ten days prior to the meeting. You may schedule an interview with the Building Official by calling (307) 527-3469, or emailing either Sean Collier at scollier@cityofcody.com or Bernie Butler at bernieb@cityofcody.com

**Office Use Only:**

- □ Contractor license authorized as requested this ____ day of ____________________, 20___, by ________________________________, Building Official.
- □ Application referred to Contractor Licensing Board. Meeting date: ____________________
OFFICIAL RESULTS REPORT

G27 - Master Plumber with Gas

Name: Wyatt Kincheloe
Address: 1521 Gulch Street
Candidate ID: ICNON175824
Date: 3/16/2022
Cody WY 82414

EXAMINATION RESULT: PASS

Congratulations! You have passed the above-named examination. You will be able to verify your pass status on the ICC website within 48-72 business hours after your exam. Please contact your participating jurisdiction if you wish to pursue licensing.

A passing score on this examination satisfies the testing requirements for licensure only, and does not guarantee that licensing will be granted. The candidate must also satisfy all local ordinance requirements in each jurisdiction where licensing is desired.

It is extremely important that you notify Pearson VUE and ICC of any changes in name and/or address to avoid the possibility of future correspondence not being received. Please contact both Pearson VUE at 877-234-6082 and ICC at 888-422-7233 ext. 5524 with changes to your name and address.

ICC reserves the right to amend or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity.

The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at: www.PearsonVUE.com/authenticate

Digital embossing eliminates the possibility of unauthorized embossing of counterfeit score reports.

Registration Number: 415932178 Validation Number: 655843751
**WORK HISTORY:**

Provide your personal work history to demonstrate that you have the minimum experience required and the knowledge, skills and proficiency needed to act in the capacity of a general contractor. Include only periods of active employment. Feel free to include any additional information or exhibits such as a work portfolio or project photos.

**Employer #1 (current/most recent)**

Name of Employer: **KinChelo Plumbing + Heating**

Dates of Employment: **2014** to **2022**

Number of months of active employment: **72**

Position(s) Held/Primary Duties:

Plumber, working in challenging environments. I worked solo and with small teams. Showing the process necessary to complete projects in a timely manner. All projects from service, repair, to new construction.

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: __________________________ City: __________________________ State: ______ Phone # or email: __________________________

**Employer #2**

Name of Employer: __________________________

Dates of Employment: __________________________ to __________________________

Number of months of active employment: ______

Position(s) Held/Primary Duties:

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: __________________________ City: __________________________ State: ______ Phone # or email: __________________________

Use additional sheet(s) as needed to show minimum months of experience required.
Employer #3

Name of Employer: ________________________________

Dates of Employment: _________________ to _________________  Number of months of active employment: ______

Position(s) Held/Primary Duties:

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: ________________________________ City: _________________ State: ______ Phone # or email: _______________________

Employer #4

Name of Employer: ________________________________

Dates of Employment: _________________ to _________________  Number of months of active employment: ______

Position(s) Held/Primary Duties:

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: ________________________________ City: _________________ State: ______ Phone # or email: _______________________

Use additional sheet(s) as needed to show minimum months of experience required.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
North East Agencies Inc
8209 IBM Drive Building 102
Charlotte NC 82414

CONTACT NAME:
PHONE: 833-250-9900
FAX: NA
E-MAIL: NA
ADDRESS: NA

INSURER(S) AFFORDING COVERAGE:
NAIC #

INSURER A: Hiscox
10200

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Mountain man Plumbing LLC
3326 Hardpan Ave
Cody WY 82414

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>LTR</th>
<th>TYPE OF INSURANCE</th>
<th>ADED SUBROGS</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF</th>
<th>POLICY EXP</th>
<th>LIMITS</th>
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<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>X OCCUR</td>
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<td>07/13/2022</td>
<td>07/13/2023</td>
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AUTOMOBILE LIABILITY

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<thead>
<tr>
<th>ANY AUTO</th>
<th>SCHEDULED AUTOS</th>
<th>NON-OWNED AUTOS</th>
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UMBRELLA LIABILITY

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<tr>
<th>EXCESS LIABILITY</th>
<th>OCCUR</th>
<th>CLAIMS-MADE</th>
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DED RETENTION $0

WORKERS COMPENSATION

AND EMPLOYERS' LIABILITY

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<tr>
<th>ANY PROPRIETOR/EXEUTIVE OFFICER/MEMBER EXCLUDED?</th>
<th>Y/N</th>
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<tr>
<td>(Mandatory in NH)</td>
<td>N/A</td>
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DESCRIPTION OF OPERATIONS below

CERTIFICATE HOLDER

City of Cody
1338 Rumsey
Cody WY 82414

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Janet Reynolds

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CONTRACTORS BOARD AGENDA ITEM:
The Community Development Department has been asked to look at their fees and adjust portions where revenue has been falling significantly short of processing costs. Draft fee changes have been developed, and we are working to finalize the proposal. As part of the process, the City Council has asked that the Contractors Board provide their opinions regarding the proposed fees. The following report was prepared for City Council and outlines the draft proposal. Please review the information and be prepared to discuss it at the upcoming Contractors Board meeting. Thanks.

DRAFT FOR DISCUSSION
AGENDA ITEM SUMMARY REPORT
Modify the Community Development Fee Schedule

ACTION TO BE TAKEN
Consider Resolution 2022-** to modify the community development fee schedule.

SUMMARY
During the review of the 2022-2023 budget, the community development department was asked to look at their fee schedule and adjust portions where revenue was falling significantly short of processing costs. Comparisons to other Wyoming jurisdictions, estimated processing times, an analysis of equity between fees for similar processes, and services that do not currently trigger fees were all identified and considered. The proposed fees do not necessarily cover all processing costs, but are expected to come closer than current rates.

The attached document reflects the proposed fee modifications. It has been reviewed by all members of the community development department and is believed to be equitable. Not all fees are proposed to be increased. For example, moving from the 1997 UBC fee table to the 2021 IRC fee table does not change fees for projects valued at less than $2,000, while slightly reducing fees for projects in the range of $2,001 to $84,000 in valuation, and slightly increasing fees for projects valued higher than $84,000.

Another proposed change is rather than using a reduced fee chart for all electrical and plumbing permits, those permits would be charged either based on the full valuation of the work if it is a "stand alone" permit, or if there is a general building permit and that fee included the valuation of the electrical/plumbing work, then only a processing fee would be charged for the separate electrical/plumbing permit.

In the Planning and Zoning area, site plan reviews and subdivisions are proposed to be broken up into more detailed categories so that more appropriate fees can be proposed for larger projects. The site plan review fees for large projects would be increased significantly (from $250 to $650) as that fee has not been increased since 2007 or before, and larger projects simply involve more review time.
Subdivision process times have also been more closely analyzed and additional categories and accompanying fees proposed.

For purposes of comparing the proposed zoning and subdivision fees with those of similar jurisdictions, the table attached as Exhibit A has been created for the more common fees. The complete list of proposed fee changes for Community Development is attached as Exhibit B.

**FINANCIAL IMPACT**
All other things being equal, the revenue from all forms of building permits is expected to increase only slightly, as the minor fee increases will likely be somewhat offset by to the modification in how some of the electric and plumbing permit fees are assessed. Revenue from zoning and subdivision permits would likely increase by $7,000 to $12,000 per year.

**RECOMMENDATION**
Adopt Resolution 2022-** to modify Community Development fees.
EXHIBIT A

Fee Comparison for Proposed City of Cody Community Development Fees
(Only major categories compared.)

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<tbody>
<tr>
<td>Site Plan Review</td>
<td>$.075 per SF of building, $650 minimum.</td>
<td>$600 up to 20K SF of Lot size, $1,200 up to 1 acre, $2,000 for &gt; 1 acre</td>
<td>$1,000 up to 1-acre site, $500 each additional acre or portion thereof</td>
<td>$340 for commercial site plan/ $595 for development plans</td>
<td>$420</td>
<td>$1,305</td>
</tr>
<tr>
<td>Minor Site Plan/Architectural Review</td>
<td>$300 for minor site plan, $100 for architecture, landscape, or parking only.</td>
<td>No category (See above)</td>
<td>No category (See above)</td>
<td>No category (See above)</td>
<td>$225</td>
<td>No category (See above)</td>
</tr>
<tr>
<td>Minor Subdivision (No public improvements)</td>
<td>$300 for Preliminary Plat + $100 Final Plat = $400</td>
<td>$1,000 for Preliminary Plat + $1,200 Final Plat = $2,200 (up to 25 lots)</td>
<td>$1,000 for 1 acre or less + $500 for each additional acre or portion thereof, up to 6 lots</td>
<td>$680 for Preliminary Plat + $340 Final Plat = $1,020</td>
<td>$500 + $100 per lot</td>
<td>$475 Prelim. $405 Final</td>
</tr>
<tr>
<td>Minor Subdivision (Infill category)</td>
<td>$650 for Preliminary Plat + $300 Final Plat = $950</td>
<td>$1,000 for Preliminary Plat + $1,200 Final Plat = $2,200 (up to 25 lots)</td>
<td>$1,000 for 1 acre or less + $500 for each additional acre or portion thereof, up to 6 lots</td>
<td>$680 for Preliminary Plat + $340 Final Plat = $1,020</td>
<td>$500 + $100 per lot</td>
<td>$475 Prelim. $405 Final</td>
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<tr>
<td>Major Subdivision (&gt; 5 lots, and less than 5 lots if requires public infrastructure)</td>
<td>$650 + $30 per lot for Preliminary Plat, Plus $350 + $30 per Lot for Final Plat.</td>
<td>$1,000 for Preliminary Plat + $1,800 Final Plat = $2,200 (&gt; 25 lots)</td>
<td>$500 for initial acre + $250 each additional acre for Preliminary, Plus $1,000 for initial acre + 500 each additional acre for Final Plat.</td>
<td>$680 Preliminary Plat, Plus $850 + $15 per lot over 10 up to $1,500 for Final Plat ($1,530 min.)</td>
<td>$500 + $100 per lot, up to $2,500 for Preliminary Plat, Plus $250 + $25 per lot ($1,250 max) for Final Plat.</td>
<td>$1,315 Min. $3,835 Max. @ $45 per lot for Preliminary Plat. $405 Final</td>
</tr>
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</table>

Note: Site Plan Review includes Review of site plan, architectural review, and any additional fees not listed above.
<table>
<thead>
<tr>
<th>Service</th>
<th>Planned Unit Development</th>
<th>Conditional Use Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review, Plus Subd. Fees.</td>
<td>$4,500</td>
<td>$350 + advertising</td>
</tr>
<tr>
<td>Preliminary Plan + Above subdivision fees?</td>
<td>$2,300</td>
<td>$600</td>
</tr>
<tr>
<td>$2,000 (+ subdivision fees?)</td>
<td>$680</td>
<td>$500</td>
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<tr>
<td>$625 (preliminary + $450 overlay (+ subdivision fees))</td>
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<td>N/A</td>
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<td>$435</td>
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<td>$3,285</td>
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### Planning & Zoning Fees

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<tr>
<th>Service Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Commercial/Industrial Site Plan, Architectural, Landscaping, and Parking Reviews:</strong></td>
<td></td>
</tr>
<tr>
<td>Site plan review of new facility, and expansion of ≥ 20%</td>
<td>$0.075 per square foot of building (GFA), $650.00 minimum</td>
</tr>
<tr>
<td>Site plan review for addition or expansion &lt; 20%</td>
<td>$300.00</td>
</tr>
<tr>
<td>Modification to Architecture of building, Landscape plan, or Parking plan only.</td>
<td>$100.00</td>
</tr>
<tr>
<td>Minor Commercial Architectural Review (windows, doors, awnings, building access or exterior finish)</td>
<td>$50</td>
</tr>
<tr>
<td>Sign Plans (attached wall, projecting, awning, inflatable, freestanding on existing supports)</td>
<td>$40 for one sign, $10 for each additional sign. No fee if submitted and reviewed with a site plan review.</td>
</tr>
<tr>
<td>Sign Plans (feestanding requiring new base structure, electronic message boards)</td>
<td>$50 for one sign, $20 for each additional sign. No fee if submitted and reviewed with a site plan review.</td>
</tr>
<tr>
<td>Sign Plans (billboard)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Fence height waiver request (in addition to fence permit fee)</td>
<td>$80.00</td>
</tr>
<tr>
<td>Site Plan Review (New commercial/industrial construction, additions). Includes associated signs.</td>
<td>$0.05 per sq. ft. of bldg (GFA)</td>
</tr>
<tr>
<td>Multi-Family Site Plan Review (All M.F. projects in commercial zones, and projects &gt; 4 dwelling units in residential zones), staff level review.</td>
<td>$30.00 per dwelling unit</td>
</tr>
<tr>
<td>Minor Subdivision of 5 lots or less with each lot having direct access to a paved public street and no public infrastructure improvements other than electrical.</td>
<td>$300 preliminary plat review, $100 final plat review.</td>
</tr>
<tr>
<td>Infill Minor Subdivision, not qualifying for category immediately above.</td>
<td>$650.00 preliminary plat review, $300.00 final plat review.</td>
</tr>
<tr>
<td>Major Subdivision (more than 5 lots, and less than 5 lots if requires public infrastructure other than electric)</td>
<td>Conceptual Plat Review $250.00 (Consult with City Planner to determine if conceptual review is necessary.) Preliminary Plat $650.00 plus $30.00 per lot Final Plat/Construction Plan Review $1,100.00 plus $30.00 per lot Phasing the acceptance of the subdivision improvements: $500.00 for each phase of construction beyond the initial phase. Request to accept performance bond, letter of credit, or cash deposit for remaining subdivision improvements, to obtain building permit(s) prior to City accepting subdivision infrastructure: $500.00</td>
</tr>
<tr>
<td>Plat Amendment/Vacation</td>
<td>To an active Preliminary Plat approval: $100 for a minor subdivision, 20% of Preliminary Plat fee for a major subdivision. To an active Final Plat application that has not yet been recorded: 20% of final plat review fee. To a recorded Final Plat Minor Subdivision, with no additional lots, $150.00, plus any advertising/mailing costs. If creating additional lots, use regular subdivision fee. To a recorded Final Plat Major Subdivision $300.00, plus any advertising/mailing costs. If creating additional lots, use regular subdivision fee.</td>
</tr>
<tr>
<td>Planned Unit Development (PUD)</td>
<td>$4,500 plus the subdivision plat review fees.</td>
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<tr>
<td>Vacation of Land or Right-of-Way</td>
<td>$500 plus advertising/mailing costs</td>
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<td>Petition for Rezone or Text Amendment to Zoning Ordinance (not initiated by City)</td>
<td>$750 plus advertising/mailing costs</td>
</tr>
<tr>
<td>Special Exemption Permit</td>
<td>Exemption from Numerical Standards $300.00, plus advertising/mailing costs</td>
</tr>
<tr>
<td>Conditional Use Permit</td>
<td>$350.00, plus advertising/mailing costs</td>
</tr>
<tr>
<td>Boundary Line Adjustment</td>
<td>$150 for the first two parcels, $50 for each additional parcel involved.</td>
</tr>
<tr>
<td>Special Use Permit - Airport Overlay</td>
<td>$250.00, plus advertising/mailing costs</td>
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<tr>
<td>Accessory Dwelling Unit in Residential AA Zone</td>
<td>$250.00, plus advertising/mailing costs</td>
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<tr>
<td>Nonconforming Expansions and Changes requiring review under City Code 10-13-06</td>
<td>$350.00, plus advertising/mailing costs</td>
</tr>
</tbody>
</table>
### Annexation or Deannexation (not initiated by City), including City zoning of property.
Applicant responsible for annexation survey and advertising/mailing costs

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Home Park Permit (Chapter 9-06)</td>
<td>$1,750 (up to 5 spaces), $50 each additional space</td>
</tr>
<tr>
<td>Variance</td>
<td>$500.00</td>
</tr>
<tr>
<td>Appeal to Board of Adjustment</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fee for P.W. review of engineering plans for public infrastructure not associated with a subdivision or PUD application</td>
<td>Actual Cost</td>
</tr>
</tbody>
</table>

### Building Permit & Inspection Fees (Items marked with "**" are not applicable if a general building permit (and resulting fee) includes the work identified.)

#### Building Permit Fee (unless listed otherwise below)
Fee identified in table of Appendix AL of the 2021 IRC--attached as "Building Permit Fee Table" (Based on total value of work, including materials and labor, for which the permit is being issued. If claimed valuation per SF is less than national average, provide justification.)

#### Building Plan Review Fees
- Minor Residential Plan Review (e.g. addition, finish basement) $50.00 per each 250 sq. ft. or portion thereof, or the fee for Residential Plan Review, whichever is less.
- Residential Plan Review (Single-family, duplex, townhouse, ADU) $250.00 per dwelling unit
- Industrial/Commercial/Multi-Family Plan Review: 25% of building permit fee
- Fire District Review Pass-Through Fee: 10% of City's building permit fee, when Fire Review is required (industrial, commercial, multi-family).

#### Fee for work done without required permit(s), or commencing before permit issuance without building official permission:
Additional 25% of required permit fee, $20 minimum.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fence Permit (Residential use) (not over 6’ in height)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fence Permit (Commercial/Industrial use)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Pre-Fabricated Storage Building, without foundation (&gt; 120 SF only)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Demolition/Moving Permit (not placement)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Drywall/Plaster Permit (Residential)*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Insulation Permit (Residential)*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Fire Suppression/Sprinkler System Permit (Residential)*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Masonry/Concrete/Retaining Wall Permit (Residential)*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Window Glass/Glazing Permit*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Fireplace/Stove Installation Permit*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Siding/Stucco Permit (Residential)*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Low-Voltage Electrical Installation/Telecommunications Permit*</td>
<td>$20.00</td>
</tr>
<tr>
<td>Residential Re-Roof Permit (Residential)*</td>
<td>$40.00</td>
</tr>
<tr>
<td>Ground Stabilization (Mud Jacking/Helitical pier) Permit*</td>
<td>$150.00</td>
</tr>
<tr>
<td>Sign/Awning Installation Permit*</td>
<td>Use &quot;Building Permit Fee Table&quot; for billboards, electronic message boards, and freestanding signs on new bases or that enlarge the total sign face size. No building permit fee required for temporary signs and other signs not listed herein (covered by zoning sign plan review fee).</td>
</tr>
<tr>
<td>Inspections Outside Normal Business Hours</td>
<td>$60.00 per hour minimum 2 hours</td>
</tr>
<tr>
<td>Reinspection Fee Assessed Under Building Code (3rd or more inspection)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Additional Plan Review due to changes, additions or plan revisions</td>
<td>$45.00 per hour minimum 1 hour</td>
</tr>
<tr>
<td>Use of Outside Consultants for plan review and/or inspections</td>
<td>Actual Cost</td>
</tr>
</tbody>
</table>

### Electrical Permit Fees

- Service Upgrade, through 200 amp $100.00
- Service Disconnect or Reconnect $40.00 ($80 for both)
- New Dwellings, $50.00 per dwelling unit
- Addition to dwelling, using existing service $35.00
**PROPOSED FEE CHANGES**

| **Electrical Permit Fees** | **Addition to dwelling, with Service Upgrade**: $75.00
| **Small Jobs/Modifications as determined by building official (e.g., adding or extending circuit)**: $50.00
| **Electrical permit, if valuation of the electrical work is included in the valuation of the general building permit**: $50.00
| **Electrical permit, if independent of a general building permit or if the valuation of the electrical work is not included in the valuation of the general building permit**: Fee per "Building Permit Fee Table" (attached)
| **Reinspection (3rd or more inspection)**: $50.00

| **Minimum Fee** | **1 - 1,000 valuation**: $35.00
| **1,001 - 5,000 valuation**: $50.00
| **5,001 and greater valuation**: $50.00 for 1st $5,000, plus $15 per each additional $5,000 or portion thereof
| **$25,000 - $50,000 valuation**: $150.00
| **$50,001 - $100,000 valuation**: $250.00
| **$100,001 and greater valuation**: $250.00 for the first $100,000 plus $1.00 for each additional $1,000

**Plumbing & HVAC Permit Fees** *(items marked with "**" are not applicable if a general plumbing/HVAC permit (and resulting fee) includes the work identified.)*

| **HVAC/Plumbing Permits** | **Plumbing/HVAC permit, if valuation of the plumbing/HVAC work is included in the valuation of the general building permit**: $50.00
| **Plumbing/HVAC permit, if independent of a general building permit or if the valuation of the plumbing/HVAC work is not included in the valuation of the general building permit**: Fee per "Building Permit Fee Table" (attached)

| **Sewer Service Replacement Inspections** | $40.00
| **Gas Piping Pressure Inspections** | $40.00
| **Furnace Replacement** | $40.00
| **Boiler Replacement** | $40.00
| **A/C Unit Replacements** | $40.00
| **Water Heater Replacement** | $40.00
| **Mini-Split Unit** | $40.00
| **Other** | $40.00

| **Dwelling Additions/Modifications (Plumbing and/or HVAC)** | $35.00

| **New Single & Two Family Dwellings Unit** | Combined Plumbing & HVAC $30.00 per dwelling unit
| **Separate Plumbing $35.00 per dwelling unit**
| **Separate HVAC $25.00 per dwelling unit**

| **Commercial Plumbing & HVAC (Commercial, not listed above)** | Fees shall be computed on the value of the plumbing/HVAC installation, including materials and labor.

| **Minimum Fee** | **1 - 1,000 valuation**: $35.00
| **1,001 - 5,000 valuation**: $50.00
| **5,001 and greater valuation**: $50.00 for 1st $5,000, plus $15 per each additional $5,000 or portion thereof
| **$25,000 - $50,000 valuation**: $150.00
| **$50,001 - $100,000 valuation**: $250.00
| **$100,001 - $300,000 valuation**: $350.00
| **$300,001 - $500,000 valuation**: $500.00
| **$500,001 and greater valuation**: $500.00 for the first $500,000 plus $0.50 for each additional $1,000

**Commercial Plumbing & HVAC (Commercial, not listed above)** - fees shall be computed on the value of the plumbing/HVAC installation, including materials and labor.
<table>
<thead>
<tr>
<th>Business Licenses &amp; Permits</th>
<th>Contractor License Fee</th>
<th>Initial Application Fee $200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application for additional or expanded license, $100 for each category of licence added or modified (general, general-IRC, plumbing, plumbing-IRC, HVAC, HVAC-IRC, electrical, specialty)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual Renewal $150.00, per business (includes all licenses held by business)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal Late Fee $30.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Renewal of Expired License $200.00</td>
</tr>
<tr>
<td>Annual Short Term Rental/ Bed &amp; Breakfast Registration per dwelling unit (non-transferrable)</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Directional Wayfinding Signage Permit (Sheridan Ave. street signs)</td>
<td>$60.00 per sign per calendar year</td>
<td></td>
</tr>
<tr>
<td>Right-of-Way/Alley Encroachment Permit</td>
<td>$50 application fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$150.00 refundable deposit for storing materials in City right of way or alley</td>
<td></td>
</tr>
</tbody>
</table>
## BUILDING PERMIT FEE TABLE

(Appendix AL of the 2021 International Residential Code)

<table>
<thead>
<tr>
<th>TOTAL VALUATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 to $500</td>
<td>$24</td>
</tr>
<tr>
<td>$501 to $2,000</td>
<td>$24 for the first $500, plus $3 for each additional $100 or fraction thereof, up to and including $2,000</td>
</tr>
<tr>
<td>$2,001 to $40,000</td>
<td>$69 for the first $2,000, plus $11 for each additional $1,000 or fraction thereof, up to and including $40,000</td>
</tr>
<tr>
<td>$40,001 to $100,000</td>
<td>$487 for the first $40,000, plus $9 for each additional $1,000 or fraction thereof, up to and including $100,000</td>
</tr>
<tr>
<td>$100,000 to $500,000</td>
<td>$1,027 for the first $100,000; plus $7 for each additional $1,000 or fraction thereof, up to and including $500,000</td>
</tr>
<tr>
<td>$500,001 to $1,200,000</td>
<td>$3,827 for the first $500,000; plus $5 for each additional $1,000 or fraction thereof, up to and including $1,200,000</td>
</tr>
<tr>
<td>$1,000,001 to $5,000,000</td>
<td>$6,327 for the first $1,000,000; plus $3 for each additional $1,000 or fraction thereof, up to and including $5,000,000</td>
</tr>
<tr>
<td>$5,000,001 and over</td>
<td>$18,327 for the first $5,000,000; plus $1 for each additional $1,000 or fraction thereof</td>
</tr>
</tbody>
</table>