

# City of Minot

**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Mitch Flanagan, Building Official

**DATE:** 7-23-2019

**SUBJECT: INCREASE TO PERMIT FEES**

## I. RECOMMENDED ACTION

1. Approve resolution to increase the established fees for building, mechanical and plumbing permits.

## II. DEPARTMENT CONTACT PERSONS

Mitch Flanagan, Building Official 857-4104

## III. DESCRIPTION

### A. Background

The current fees for residential building, mechanical and plumbing permits do not adequately collect the revenue necessary to pay the operational costs of the building inspections department. Valuation costs for residential building permit fees have not changed since 1994.

### B. Proposed Project

Use comparisons from other jurisdictions to determine if an increase to fees collected for building, mechanical and plumbing permits is necessary.

### C. Consultant Selection

No consultants were used for collecting this information.

## IV. IMPACT:

### A. Strategic Impact:

The data collected is from similarly populated jurisdictions as well as current State Plumbing Board fees. Based on this information, it is vital that the City of Minot adjust their fees in order to maintain a standard of service for the construction industry.

### B. Service/Delivery Impact:

Permit fees are intended to pay 100% of costs for inspection services, for today and the foreseeable future, currently our fees pay an estimated 44% of projected 2019 departmental costs.

### C. Fiscal Impact:

No fee increase will cause a continuing dependence on property tax to subsidize costs not only for the inspections department but a portion of the costs for other departments that also provide support.

**V. ALTERNATIVES**

**VI. TIME CONSTRAINTS**

- A. Council's approval of the recommendation will allow the increased fees to be collected beginning on January 1,2020.

**VII. LIST OF ATTACHMENTS**

- A. Attachment A. Sq./Ft. Eval. History
- B. Attachment B. Current Building Fees
- C. Attachment C. Proposed Building Fees
- D. Attachment D. Example of Single Family Home
- E. Attachment E1. M and P Charts.
- F. Attachment E2. Building Fee Charts.
- G. Attachment F1. 2000-2019 M and P Fee History
- H. Attachment F2. 2000-2019 Valuation Fee History