



**BACKGROUND:** This memo provides information regarding the proposed Department of Code Administration fee language and adjustments for the FY 2025 budget year. Code Administration proposes the removal of three fees having minimal impact on revenues, a decrease in the amount of \$122 annually. Code Administration also proposes increasing the fees for the Residential Rental Inspection Program to better match its cost. This will increase the City's opportunity to recoup costs for this service by 18% which is an estimated annual revenue increase of \$30,000.

**DISCUSSION:** The proposed updates to the Department of Code Administration Fee Schedule are intended to provide greater clarity and reflect the integrated nature of the Alexandria Permit Center. Language is also updated for consistency with most current building codes. A summary of the changes includes:

- A payment processing fee is being established to cover the fee charged by the City's payment processing vendor.
- Reference is added for permits associated with Residential Solar Photovoltaic Systems, to be processed at no fee. The Department is currently processing these permits at no fee, this change will formally add the reference to the fee schedule. Similarly, reference will be added to Tower Crane and Tent permits as special construction.
- Reference is removed for Certificates of Completion, as these permits are not currently issued. Vehicle charging stations are identified in the fee schedule.
- The fee for filing an appeal to the Local Building Code Board of Appeals for residential construction is being removed to reduce barriers for residential property owners. This will have a negligible impact on revenues.
- Fee increases are proposed for the multi-family Residential Reinspection Program to better align with the costs of administering the program.
- Reference is added in the Fee Schedule to the existing refund policy.

**FISCAL IMPACT:** Most of the proposed fee schedule modifications will have a negligible effect on the special revenue fund. The Residential Rental Program Fee changes will result in a net increase in revenue of about \$30,000 annually. These fee adjustments will better align services with the cost of administration and ensure that the multi-departmental permit center can meet the needs of its customers.

**ATTACHMENTS:**

Attachment 1: Resolution

Attachment 2: FY 2025 Proposed Code Administration Alexandria Permit Center Fee Schedule Changes

Attachment 3: FY 2025 CHANGE TRACKING DOCUMENT of the Code Administration Alexandria Permit Center Fee Schedule Changes

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