

ADMINISTRATIVE ORDER NO. 53-23-02-F
of the
City Manager of the City of Eugene

**SETTING CONSTRUCTION PERMIT FEES AND SUPERSEDING THE
FEE SCHEDULE ADOPTED BY ADMINISTRATIVE ORDER 53-22-07-F.**

The City Manager of the City of Eugene finds as follows:

A. Chapter 8 and Section 2.020 of the Eugene Code, 1971 (EC) authorize the City Manager to determine and set fees and charges to be imposed by the City for services, goods, use of municipal property, and licenses and permits.

B. Pursuant to that authority, on September 16, 2022, I issued Administrative Order No. 53-22-07-F making the most recent changes to the Construction Permit fees and adopting an updated Construction Permit Fee Schedule (“the Fee Schedule”).

C. On July 7, 2023, I issued Administrative Order 53-23-02, ordering that notice be given of the opportunity to submit written comments on my proposal to amend the Fee Schedule. The Notice specified that comments on the proposed amendments would be received for 15 days from July 12, 2023, the posting date of the Notice. No comments were received within the time or in the manner described in the Notice.

D. Based on my investigation pursuant to the provisions of Section 2.020 of the Eugene Code, 1971, I find that the fees should be set as proposed. (See Exhibit B to this Order).

E. The unamended Construction Permit fees adopted by Administrative Order No. 53-22-07-F are incorporated into the Fee Schedule attached as Exhibit A to this Order.

On the basis of these findings, I order that:

1. The Construction Permit Fee Schedule attached as Exhibit A to this Order is the schedule of fees to be charged for the described services effective August 1, 2023.

2. The Fee Schedule attached to Administrative Order No. 53-22-07-F is superseded by the Construction Permit Fee Schedule attached as Exhibit A to this Order effective August 1, 2023.

Dated this 31st day of July, 2023.


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Sarah Medary
City Manager

Exhibit A
to Administrative Order No. 53-23-02-F

Construction Permit Fees
(Effective August 1, 2023)

<u>BUILDING PERMIT FEES</u>											
<u>Fee Description</u>	<u>Fees</u>										
<p><u>Building Permit Fees:</u></p> <p>Project valuation:</p> <p>New construction, Residential: The valuation is determined using the ICC Building Valuation Data Table current as of April 1 each year, multiplied by the square footage of the dwelling, addition, garage or accessory structure. Project value is then applied to the table below to determine the building permit fee.</p> <ul style="list-style-type: none"> • Residential carports, covered porches, patios and decks use 50% of the value of a private garage (“utility, miscellaneous”) from the valuation table. <p>New construction, Commercial: The valuation is the higher of:</p> <ol style="list-style-type: none"> 1. The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure²; or 2. The value¹ stated by the applicant <p>Project value is then applied to the table below to determine the building permit fee.</p> <p>Alteration or repair: The permit fees are calculated based on the fair market value¹ of all construction work for which the permit is issued.</p> <p><i>1. Definition of Valuation: The valuation to be used in computing the permit fee and plan check fee shall be the total value of all construction work, excluding fire systems, for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, and other permanent work or equipment, and the contractor’s profit.</i></p> <p><i>2. Deduct 20% for shell-only buildings. Deduct 80% for first-time tenant in shell-only buildings.</i></p> <p>Use total value of construction work determined above to calculate the Building Permit Fee below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding-bottom: 5px;">\$1 - \$2,000</td> <td style="padding-bottom: 5px;">\$100.50 minimum fee</td> </tr> <tr> <td style="padding-bottom: 5px;">\$2,001 - \$25,000</td> <td style="padding-bottom: 5px;">\$100.50 plus \$10.86 for each add’l \$1,000 or fraction thereof</td> </tr> <tr> <td style="padding-bottom: 5px;">\$25,001 - \$50,000</td> <td style="padding-bottom: 5px;">\$350.30 plus \$8.28 for each add’l \$1,000 or fraction thereof</td> </tr> <tr> <td style="padding-bottom: 5px;">\$50,001 - \$100,000</td> <td style="padding-bottom: 5px;">\$557.30 plus \$6.00 for each add’l \$1,000 or fraction thereof</td> </tr> <tr> <td style="padding-bottom: 5px;">\$100,001 and up</td> <td style="padding-bottom: 5px;">\$857.23 plus \$3.90 for each add’l \$1,000 or fraction thereof</td> </tr> </table>	\$1 - \$2,000	\$100.50 minimum fee	\$2,001 - \$25,000	\$100.50 plus \$10.86 for each add’l \$1,000 or fraction thereof	\$25,001 - \$50,000	\$350.30 plus \$8.28 for each add’l \$1,000 or fraction thereof	\$50,001 - \$100,000	\$557.30 plus \$6.00 for each add’l \$1,000 or fraction thereof	\$100,001 and up	\$857.23 plus \$3.90 for each add’l \$1,000 or fraction thereof	
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\$100,001 and up	\$857.23 plus \$3.90 for each add’l \$1,000 or fraction thereof										
<u>Building Plan Check Fee</u>	65% of building permit fees										

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<p><u>Deferred Submittal Fee:</u></p> <p>For processing and reviewing deferred plan submittals</p> <p>.....</p> <p><i>Fee is in addition to the project plan review fee based on the total project value.</i></p>	<p>35% of the building permit fee calculated using the value of the particular deferred portion or portions of the project</p> <p>Minimum fee: \$111.40 for 1 and 2 family dwelling projects; \$222.802 for commercial and all other projects</p>
<p><u>Manufactured Dwelling Permits:</u></p> <p>Installation permit on lots or in parks</p> <p>.....</p> <p><i>Fee includes: concrete slab, code compliant runners or foundations, electrical feeder, plumbing connections and all cross-over connections.</i></p> <p>Earthquake resistant bracing system installation permit</p> <p>.....</p> <p><i>Fee assessed when system is not installed at the same time and as part of a manufactured dwelling installation permit.</i></p> <ul style="list-style-type: none"> • <i>*Accessory structure fees will be assessed based on the value of construction determined under the Building Permit Fee section above.</i> • <i>Utility connections beyond 30 lineal feet will be assessed separate fees determined under the Plumbing and Electric Permit Fee section of this Schedule.</i> • <i>Additional electrical and plumbing services may require additional permits.</i> <p>Manufactured Dwelling Park Closure Permit</p> <p>.....</p> <p><i>(Section 2.1086 Eugene Code, 1971)</i></p> <p>Manufactured dwelling and cabana fee</p> <p>.....</p> <p><i>State fee required on all manufactured dwelling and cabana installations to help defray expenses incurred in code development, monitoring and administration of Oregon's manufactured dwelling and cabana installation program. Per OAR 918-500-0105(5)</i></p>	<p>\$366.50*</p> <p>\$136.25</p> <p>\$766.25</p> <p>\$30.00</p>
<p><u>Additional Plan Review Fee</u></p> <p><i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$111.40 /hr (minimum charge \$55.70)</p>
<p><u>Addressing Fees:</u></p> <p>New structure</p> <p>.....</p> <p>Address change</p> <p>.....</p>	<p>\$46.50</p> <p>\$75.00</p>
<p><u>Alternative Plan Review Program</u></p> <p>For 1 & 2 family dwellings with engineer / architect certified as plans examiner per ORS 455.628</p>	<p>\$111.40</p>
<p><u>Alternative Materials and Methods</u></p> <p><i>Hourly rate charged per person involved in review.</i></p>	<p>\$111.40/hr (minimum charge \$55.70)</p>
<p><u>Building Demolition Permit Fee</u></p>	<p>\$231.75</p>
<p><u>Condominium Conversion Permit Application</u></p> <p><i>(Section 2.1066 Eugene Code, 1971)</i></p>	<p>\$704.50</p>

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Emergency Generator	\$346.00
<u>Excavation & Grading Fees:</u> <i>Applies to all property except public right-of-way</i> Plan review fee \$111.40 Permit fees: 50 - 1,000 cubic yards \$111.40 1,001 - 10,000 cubic yards \$265.00 10,001 - 100,000 cubic yards \$736.00 100,001 cubic yards or more \$1,004.00	
<u>Fire/Life Safety (F/LS) Plan Check Fee</u>	40% of bldg. permit fees when F/LS plan review is required
<u>Fire Suppression Residential Stand-Alone and Multi-Purpose Systems:</u> <i>Based on area of the residential structure. Base fee includes plan review and inspections.</i> 0 – 2,000 square feet \$247.25 2,001 – 3,600 square feet \$306.00 3,601 – 7,200 square feet \$397.00 Over 7,200 square feet \$503.00	
<u>Fire System Fees, Commercial:</u> Fire Sprinkler, Fire Suppression, Fire Alarm, Standpipe, Paint Booth and similar systems. <i>Commercial fire system permit fees shall be charged based on the total valuation of work to be performed.</i> \$1 - \$2,000 \$100.50 minimum fee \$2,001 - \$25,000 \$100.50 plus \$10.86 for each add'l \$1,000 or fraction thereof \$25,001 - \$50,000 \$350.30 plus \$8.28 for each add'l \$1,000 or fraction thereof \$50,001 - \$100,000 \$557.30 plus \$6.00 for each add'l \$1,000 or fraction thereof \$100,001 and up \$857.23 plus \$3.90 for each add'l \$1,000 or fraction thereof	
<u>Commercial Fire Systems Plan Check Fee</u>	65% of fire system permit fee

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<u>Flood Hazard Zone Plan Check Fee</u>	5% of building permit fees when flood hazard zone plan check is required
<u>Foundation Only Permit</u>	Apply Building Permit Fees (above) based on 20% of total project value
Occupancy Verification or Use Review	\$300.00
<u>Quick Start Agreement/Express Start Review</u> <i>Fee for plan review and the issuance of an authorization to proceed with construction prior to completion of the full plan review process.</i>	\$242.00
<u>Phased Permit Fee</u> <i>Coordination fee charged in addition to normal plan review and permit fees; base fee includes required predevelopment meeting.</i> <i>Fee assessed on each phase of a project.</i>	\$350.00 + 10% of total building permit fee for each phase of work. Not to exceed \$1,500 for each phase
<u>Reroof Permit, Commercial Construction</u>	35% of the building permit fee calculated using the value of the reroof project. Minimum fee: \$222.80
<u>Same-as-Plans (SAPs)*</u> <i>Structural plan review for single family homes and duplexes where a new structure is being constructed that is identical to a structure that has already been reviewed and approved by city staff.</i> <i>* Plan review fees for Zoning, Public Works and Fire will also be charged where applicable.</i>	\$315.75 per structure
<u>Same-time-Plans (STPs)*</u> <i>Structural plan review for each additional structure when identical structures are being constructed and plans for each structure are submitted at the same time. Full structural plan review fees will be collected for the first structure of the same design.</i> <i>*Plan review fees for Zoning, Public Works and Fire will also be charged where applicable.</i> Single family homes and duplexes Multi-family or Commercial	\$315.75 65% of building permit fees. Not to exceed \$1,500 per structure
<u>Seismic Hazard Plan Check Fee</u> <i>As authorized by ORS 455.447(3)</i>	1% of total structural and mechanical specialty code fees for essential and hazardous facilities, and major and special occupancy structures
<u>Site Development Permit & Plan Check Fee</u> <i>Includes review and inspection by Public Works and Land Use. Additional Plan review fees will be assessed if the project requires review under the Plumbing, Building or Fire Codes. Other Public Works fees may also apply – see Public Works section below.</i>	\$960.75

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<p><u>Solar Installation Permit:</u></p> <p>Prescriptive installations in compliance with section 3111 of the Oregon Structural Specialty Code</p> <p>All other installations</p> <p><i>*Valuation includes structural elements of solar panels, including racking, mounting elements, rails, and the cost of labor to install. Valuation does not include the cost of solar electrical equipment, including collector panels and inverters.</i></p> <p><i>Separate electrical fees also apply.</i></p>	<p>\$181.25</p> <p>Apply building permit fees based on valuation (above)</p>
<p><u>Spa or Hot Tub Permit</u> <i>Separate electrical, mechanical and plumbing fees also apply</i></p>	<p>\$69.00</p>
<p><u>Swimming Pool Permit</u></p>	<p>Apply building permit fees based on valuation (above)</p>
<p><u>Temporary Certificates of Occupancy (TCOs):</u> <i>A TCO is valid for one month from the date of issuance unless a longer period is approved by the Building Official. The Building Official may extend the TCO upon written request of the owner or owner's authorized agent.</i></p> <p>Residential</p> <p>Commercial</p>	<p>\$100.00/month</p> <p>\$300.00/month</p>
<p><u>School District Construction Excise Tax</u> <i>(Authorized by ORS 320.170 thru ORS 320.189)</i></p> <p><i>Applies to construction within certain school districts in the City of Eugene and the Eugene Urban Growth Boundary.</i></p> <p><i>Currently assessed on projects in the boundaries of Bethel School District #52 only.</i></p>	<p>The construction excise tax is assessed as a dollar rate per square foot of construction which is collected by the City of Eugene and forwarded to the school district assessing the tax for capital improvement project funding. Rates can vary among districts</p>
<p><u>State Surcharge and Training Fees*</u> <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State. (12 percent as of October, 2010)</i></p>	<p>Percentage of permit fees and hourly rate fees in lieu of permit</p>

<u>ELECTRICAL PERMIT FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<u>Plan Check Fees</u>	35% of electrical permit fees when plan check is performed
<u>Minimum Permit Fee</u>	\$100.50

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<u>Residential Permit, New Construction:</u> <i>Single family, duplex, or multifamily per dwelling unit. * Include attached garage. Service included.</i>	
1,000 square feet or less	\$237.25
Each additional 500 sq. ft. or portion thereof	\$54.50
Each limited energy system installation	\$54.50
Each protective signaling system installation	\$54.50
Each manufactured home or modular dwelling service or feeder	\$118.50
<p>*For a multi-family building containing three or more apartments, determine the square footage of the largest apartment in the building and compute the fee. The fee for each additional apartment in the building is one-half of the first unit fee. Limited energy and protective signaling system fees are assessed once per floor.</p>	
<u>Service or Feeder Permits:</u> <i>Installations, alterations or relocation</i>	
200 amps or less	\$130.00
201 amps to 400 amps	\$166.50
401 amps to 600 amps	\$237.00
601 amps to 1,000 amps	\$368.50
Over 1,000 amps or volts	\$731.00
Reconnect only	\$85.50
<u>Temporary Service or Feeder Permits:</u> <i>Installations, alterations or relocation</i>	
200 amps or less	\$108.25
201 amps to 400 amps	\$130.00
401 amps to 600 amps	\$213.75
601 amps to 1,000 amps	\$362.25
Over 1,000 amps or volts	\$731.00

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<p><u>Branch Circuit Permits:</u></p> <p>New, alteration or extension (per panel) <i>With purchase of service or feeder</i></p> <p>First branch circuit <i>Without purchase of service or feeder</i></p> <p>Each additional branch circuit <i>Without purchase of service or feeder</i></p>	<p>\$9.75</p> <p>\$77.50</p> <p>\$9.75</p>
<p><u>Renewable Energy Systems:</u> <i>Installation, alteration or relocation</i></p> <p>5 kva or less</p> <p>5.01 to 15 kva</p> <p>15.01 to 25 kva</p> <p>Over 25 kva:</p> <p style="padding-left: 40px;">Solar generation systems.....</p> <p style="padding-left: 40px;">Wind generation systems:</p> <p style="padding-left: 80px;">25.01 to 50 kva.....</p> <p style="padding-left: 80px;">50.01 to 100 kva.....</p> <p style="padding-left: 80px;">Over 100 kva.....</p>	<p>\$130.00</p> <p>\$167.00</p> <p>\$214.25</p> <p>\$214.25 plus \$10 for each additional kva not to exceed \$964.25</p> <p>\$277.25</p> <p>\$555.25</p> <p>Calculate based on service or feeder sizes(s) and branch circuits.</p>
<p><u>Miscellaneous Fees:</u> <i>Service or feeder not included</i></p> <p>Each pump or irrigation circle</p> <p>Each sign or outline lighting</p> <p>Signal circuits or limited energy panel <i>(Alteration or extension)</i></p> <p><i>In buildings over three floors, each floor over three is considered a separate panel for calculating limited energy fees.</i></p>	<p>\$85.75/ea</p> <p>\$85.75/ea</p> <p>\$85.75/ea</p>
<p><u>Additional Plan Review Fee</u> <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$111.40/hr (minimum charge \$55.70)</p>
<p><u>Generator Inspections</u> <i>Minimum fee to cover cost of inspection. No additional hourly fees charged beyond the minimum.</i></p>	<p>\$315.50</p>

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<u>Master Permit Program</u> <i>Inspection Fee</i>	\$111.40/hr (minimum charge \$55.70)
<u>State Surcharge and Training Fees*</u> <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State. (12 percent as of October, 2010)</i>	Percentage of permit fees and hourly rate fees in lieu of permit

MECHANICAL PERMIT FEES

<u>Fee Description</u>	<u>Fees</u>
<u>Plan Check Fees</u>	65% of mechanical permit fees when plan review is performed
<u>Minimum Permit Fee</u>	\$100.50
<u>Permit Fees for One- and Two-Family Dwellings:</u>	
Mechanical Equipment:*	
Clothes dryer, exhaust fan, kitchen hood	\$21.70
Fuel burning (incl. vents, chimney, flues, etc.)	\$42.90
All other appliances and equipment	\$28.70
Gas Piping System:	
New or altered	\$23.00
Alteration to mechanical equipment or system	\$26.60
<i>*Mechanical equipment for one- and two-family dwellings includes, but is not limited to: wood stove, fireplace insert, furnace and its attached add-ons (e.g. cooling coil and air filter), pellet stove, heat pump condenser unit, log lighter, portions of boiler installation not regulated by the State, pool heater, sauna, solar energy system.</i>	
<i>The following items are included in the base fee, separate fees will not be assessed: filter, volume damper, fresh air intakes, water heater regulated by plumbing code, duct work, control units or thermostats and similar equipment.</i>	
<u>Permit Fees for Commercial, Industrial and Multi-Family Residential:</u>	
<i>Use the total value of the mechanical equipment and installation costs to calculate the Mechanical permit fee.</i>	
\$1 - \$2,000	\$100.50 minimum fee
\$2,001 - \$25,000	\$100.50 plus \$10.86 for each add'l \$1,000 or fraction thereof
\$25,001 - \$50,000	\$350.30 plus \$8.28 for each add'l \$1,000 or fraction thereof
\$50,001 - \$100,000	\$557.30 plus \$6.00 for each add'l \$1,000 or fraction thereof

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<u>MECHANICAL PERMIT FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
\$100,001 and up	\$857.23 plus \$3.90 for each add'l \$1,000 or fraction thereof
<u>Additional Plan Review Fee</u> <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i>	\$111.40/hr (minimum charge \$55.70)
<u>State Surcharge and Training Fees*</u> <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State. (12 percent as of October, 2010)</i>	Percentage of permit fees and hourly rate fees in lieu of permit

<u>PLUMBING PERMIT FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<u>Plan Check Fees</u>	35% of plumbing permit fees when plan review is performed
<u>Minimum Permit Fee</u>	\$100.50
<u>Commercial, Industrial and Multi-Family Residential Permits, and Alterations to Existing One- and Two-Family Dwelling Systems*</u> <i>*Fixtures include: water closet, lavatory, tub/shower, sink, bidet, laundry tub, disposal, dishwasher, clothes washer, water heater, floor sink/drain, through drain, drinking fountain, hose bibbs, sump pump/ejector, urinal, roof drain/overflow, catch basin, dental units, receptors, trench drain, manhole, commercial food waste grinder, oil/water separator, grease interceptor, and backflow devices.</i>	\$25.60/fixture
<u>One- or Two-Family Dwelling, New Construction:*</u> <i>Fee includes first 100 feet of water, storm and sewer service</i>	
One bathroom	\$554.75
Two bathrooms	\$741.25
Three bathrooms	\$831.75
Each add'l bathroom above three & kitchen above one	\$222.75
<i>*Base fee includes: kitchen, hose bibbs, icemakers, underfloor low point drains, and rain drain packages that include piping, gutters, downspouts, and perimeter systems.</i>	
<u>Additional Plan Review Fee</u> <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i>	\$111.40/hr (minimum charge \$55.70)
<u>Hot Water Heater Permit, One- and Two-Family Residential Only</u> <i>Replacement of water heater of similar size and location that it is replacing. (Includes one inspection)</i>	\$72.00
<u>Alteration of Water or Waste Piping</u> <i>Alterations consisting only of the replacement of either water distribution or waste piping within a building, but not both. Fees calculated based on fixtures served.</i>	\$12.80/fixture*

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<u>Medical Gas System</u> <i>Calculate the total value of system equipment and installation costs, including but not limited to inlets, outlets, fixtures and appliances. Apply the value of work to the medical gas system permit fee table below.</i>	
\$1 - \$2,000	\$100.50 minimum fee
\$2,001 - \$25,000	\$100.50 plus \$10.86 for each add'l \$1,000 or fraction thereof
\$25,001 - \$50,000	\$350.30 plus \$8.28 for each add'l \$1,000 or fraction thereof
\$50,001 - \$100,000	\$557.30 plus \$6.00 for each add'l \$1,000 or fraction thereof
\$100,001 and up	\$857.23 plus \$3.90 for each add'l \$1,000 or fraction thereof
<u>Miscellaneous Permits:</u>	
Reverse plumbing	\$67.80
Septic tank removal	\$67.80
Solar units (potable water)	\$95.50
Swimming pool piping to equipment	\$101.75
<u>Removal, Abandonment, or Cap Off of Fixtures as Listed Above</u>	
\$12.80/fixture*	
<u>Sanitary Service:</u>	
First 100 feet	\$154.50
Each additional 100 feet or fraction thereof	\$67.30
<u>Storm Sewer Service:</u>	
First 100 feet	\$154.50
Each additional 100 feet or fraction thereof	\$67.30
<u>Water Service:</u>	
First 100 feet	\$123.90
Each additional 100 feet or fraction thereof	\$67.30

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<p>Plan Check Fee – Site Utility Systems <i>For review of sanitary sewer, storm sewer, and water service piping system plans as authorized by OAR 918-780-0040(7)</i></p>	<p>35% of applicable Sanitary Service, Storm Sewer Service, and Water Service permit fees only</p>
<p>State Surcharge and Training Fees* <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State. (12 percent as of October 2010)</i></p>	<p>Percentage of permit fees and hourly rate fees in lieu of permit</p>

<u>FIRE PERMIT FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<p><u>Commercial Plan Check Fee</u> <i>Fire code plan review associated with Building and Mechanical Permits.</i></p> <p>Commercial review for water and access when no building permit or mechanical permit is issued concurrently</p>	<p>15% of bldg. permit fees If no bldg. permit, 15% of mechanical permit fees</p> <p>\$139.25</p>
<p><u>Residential Plan Check Fees</u></p> <p>One- and two-family dwelling or townhouse review for water and access</p>	<p>\$139.25</p>
<p><u>Additional Plan Review Fee</u> <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$111.40/hr (minimum charge \$55.70)</p>
<p><u>Hazardous Materials</u> <i>Includes highly toxic and toxic chemical supply and drainage systems, HPM tools and systems, and cryogenic systems. (Includes one inspection)</i></p>	<p>\$485.75</p>
<p><u>HazMat Chemical Evaluation/Review (HMIS)</u></p>	<p>\$319.25</p>
<p><u>Private Water Mains and Hydrant Systems</u> <i>(Includes two inspections)</i></p>	<p>\$441.50</p>
<p><u>Propane Tanks</u> <i>Exceeding 125 water gallons. (Includes one inspection)</i></p>	<p>\$86.25</p>
<p><u>Site Development Review</u> <i>(e.g., grading, fill, excavation, PEPI, etc. not related to a specific structure.)</i></p>	<p>\$139.25</p>
<p><u>Tanks:</u> <i>(Includes one inspection)</i></p> <p>Water storage tanks (for fire protection water supply)</p> <p>Fuel or hazardous material tank installation or alteration (above- and underground)</p> <p>Fuel or hazardous material tanks abandoned in place</p> <p>Fuel or hazardous material tank removal (underground)</p> <p>Each additional fuel or hazardous material tank on same premises</p>	<p>\$415.25</p> <p>\$377.75</p> <p>\$174.00</p> <p>\$174.00</p> <p>\$68.25</p>

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<u>Mobile Emergency Responder Radio Coverage (MERRC):</u>	
First 0 - 50,000 sq. ft.	\$0.50 per sq. ft.
Additional sq. ft. from 50,001 - 100,000	\$0.30 per sq. ft.
For each sq. ft. over 100,000	\$0.10 per sq. ft.

<u>EROSION PERMIT FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<u>Erosion Prevention Permit Fees:</u>	
New residential	\$346.00
Residential addition	\$209.25
New commercial	\$484.50
<i>Sites less than one acre</i>	
New commercial	\$1040.25
<i>Sites one acre or larger</i>	
Commercial addition	\$278.00
Utility	\$278.11
Umbrella Permit	\$1039.25
<i>Permit for multiple construction activities on the same parcel of land that are proposed in connection with a development, including private infrastructure, structures, and other site improvements.</i>	
+ (plus) Sensitive lot fee	\$223.25/lot
<i>(Designated pursuant to R-6.645-E)</i>	
+ (plus) Non-sensitive lot fee	\$111.40
Annual Permit	\$1,114.00/year or \$111.40/hr
<u>Annual Compliance Fee</u> <i>Billed annually until permit is closed.</i>	50% of annual permit fee
<u>Non-Permitted Site Fee</u> <i>Assessed on permits for new residential and commercial construction, residential and commercial additions to existing structures, excavation and grading and site development that do not require erosion permits.</i>	\$111.40

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<u>PUBLIC WORKS PERMIT FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<u>Plan Check Fees:</u>	
<u>Residential:</u>	
New construction.....	\$520.00
Additions/alterations to existing structures	\$180.00
<u>Commercial:</u>	
New construction.....	\$1120.00
Additions/alterations to existing structures	\$546.50
Limited development, grade and fill review	\$89.00
Private easement review	\$180.00
Stormwater management facility review	\$ 310.25
This fee will be charged for complex stormwater facility review by PW staff. This review includes multiple facilities and/or facilities sized per the Presumptive Method, not otherwise covered in the base PW review fee.	
<u>Additional Plan Review Fee</u> <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i>	\$111.40/hr (minimum charge \$55.70)
<u>Building Move Permit Fee</u> <i>Assessed for each structure being moved</i>	\$680.50
<u>Access Connection Permit Fees:</u> The first access connection proposed as part of a residential or commercial building permit application is included in the plan check fees shown above. Each additional access connection will be assessed this fee.	
Residential w/o building permit	\$240.00
Commercial w/o building permit	\$314.00
Each add'l driveway cut beyond first driveway	\$107.10
Repair of driveway previously built to City standards	\$159.00

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<u>Excavation in the Public Right-of-Way (ROW):</u>	
Excavation in row and public utility easements <i>(Not involving pavement cuts)</i>	\$214.25
Excavation in row involving pavement cuts	\$641.00
Minor excavation in public utility easement and curb core cuts	\$65.65
<u>Floodplain, Floodway Fees:</u>	
Floodplain development permit w/o buildings <i>Assessed for fill, grading and other non-building-related development within the Special Flood Hazard Area (SFHA). This fee includes structures such a fences, retaining walls, bridges, paving, etc.</i> <i>(Additional fees will apply for development work within the Floodway, or work that includes a Watercourse Alteration within the SFHA).</i>	\$57.50
Floodplain Development Permit w/ buildings <i>Assessed for review of an elevation or floodproofing certificate, other building-related floodplain requirements, and other structural development within the Special Flood Hazard Area (SFHA).</i> <i>(Additional fees will apply for development work within the Floodway, or work that includes a Watercourse Alteration within the SFHA).</i>	\$287.25 per building
Watercourse Alteration <i>Assessed for alteration or relocation of any watercourse <u>within</u> the Special Flood Hazard Area (SFHA). Watercourses include those identified on adopted Flood Insurance Rate Map (FIRM) and any waterways or other bodies of water which convey public stormwater.</i> <i>(Routine maintenance activities such as vegetation management and sedimentation removal are not considered watercourse alterations).</i>	\$631.75
Floodway Development (minor) <i>Assessed for minor grading, fill or other development within the Floodway that either results in less than two cubic yards of fill or development which does not increase the native ground elevation at ANY point. Development in the Floodway is required to meet additional flood-related requirements.</i> <i>(This fee is in addition to the appropriate Floodplain Development permit fee).</i>	\$171.50
Floodway Development <i>Assessed for grading, fill and all other development within the Floodway. Development in the Floodway is required to meet additional flood-related requirements.</i> <i>(This fee is in addition to the appropriate Floodplain Development permit fee).</i>	\$515.75
<u>Revocable Permit Fees:</u>	
Permits not requiring a recorded agreement	\$243.25
Permits requiring a recorded agreement	\$697.75

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Sidewalk Permit Fees: Sidewalks proposed as part of a residential building permit application are included in the plan check fees shown above. Only the first 400 square feet of sidewalks proposed as part of a new commercial building permit application are included in the plan check fees shown above	
Residential w/o building permit	\$243.25
Commercial w/o building permit (First 400 square feet)	\$243.25
Commercial, each add'l square foot over 400	\$0.15/square foot
Repair of sidewalk previously built to city standards	\$187.20
Temporary Private Use of the Public Way:	
Minimum fee	\$73.60
Weekly (per sq ft/week)	\$0.08
Monthly (per sq ft/mo) (First 6 months)	\$0.22
Long-Term (per sq ft/mo) (Each additional month after first 6)	\$0.08
Event (with street closure), first day	\$109.20
Event, each additional day	\$39.90 / day

ZONING PERMIT FEES	
Fee Description	Fees
Plan Check Fees:	
Commercial	45% of bldg permit fee when zoning plan review is performed
Residential	35% of bldg permit fee when zoning plan review is performed
Special Development Standards Review <i>Assessment includes, but is not limited to: properties with a zoning overlay, properties with special development standards applied through an approved land use application, properties that have non-conforming use or structure issues, properties with an historic designation, if the property zoning requires unique development standards, and if any document is required to be recorded to address zoning issues.</i>	\$111.40/hr (minimum charge \$55.70, maximum charge \$334.20)
Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i>	\$111.40/hr (minimum charge \$55.70)

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ZONING PERMIT FEES	
Fee Description	Fees
<u>Cell Tower Consultant Fee</u> <i>Fee methodology based on EC 9.5750(11).</i> <i>Deposit required at time of application.</i>	\$525.00 deposit. Total cost will be based on City's actual cost to retain consultant
<u>Land Use Compatibility:</u> <i>Department of Environmental Quality, Department of Motor Vehicles, and Oregon Liquor Control Commission review)</i> New Renewal	\$55.70 \$55.70
<u>Variances:</u> <i>Does not include recording fees</i> Noise Sign Zoning	\$735.75 \$735.75 \$735.75
<u>Zoning Inspection Fee</u>	\$111.40
<u>Zoning Verification</u> <i>(Minimum charge ½ hour)</i>	\$111.40/hr (minimum charge \$55.70)

SIGN PERMIT FEES	
Fee Description	Fees
<u>Sign Plan Check Fees:</u> Signs up to 32 sq ft Signs over 32 sq ft but below 100 sq ft Signs 100 sq ft or more, but below 200 sq ft Billboards & signs over 200 sq ft	\$80.00 \$133.25 \$198.25 \$333.75 per sign face
<u>Sign Permit Fees:</u> Signs up to 32 sq ft Signs over 32 sq ft but below 100 sq ft Signs 100 sq ft or more, but below 200 sq ft	\$133.25 \$266.00 \$665.50

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<p>Building Code Requirements: <i>Billboards and other large sign structures are charged based on value of work.</i></p> <p>Signs requiring structural plan review and building permit:</p> <p>Permit fee</p> <p>Plan Review fee</p>	<p>Apply building permit fees based on valuation</p> <p>65% of building permit fee</p>
<p>Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$111.40/hr (minimum charge \$55.70)</p>

<u>INSPECTION PERMIT FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<p><u>Inspections for Which No Fee is Specifically Indicated</u> <i>Assessed under Eugene Code 8.005(14)</i></p>	<p>\$111.40/ea</p>
<p><u>Inspections Outside of Normal Business Hours</u></p>	<p>\$111.40/hr (minimum charge \$55.70)</p>
<p><u>Reinspection Fee</u></p>	<p>\$111.40/ea</p>

<u>MISCELLANEOUS FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<p><u>Appeal of a Decision of the City Manager or Designee</u> <i>Where an appeal is specifically authorized under chapters 6, 8 or 9 of Eugene Code, 1971</i></p>	<p>\$250.00</p>
<p><u>Expired Application Processing Fee</u> <i>Hourly rate charged for actual time spent processing and reviewing applications for permits that are never issued. Credit is given for paid plan check fees.</i></p>	<p>\$111.40/hr</p>
<p><u>Non-Sufficient Funds (NSF) Check Processing Fee</u></p>	<p>Charged in accordance with City of Eugene admin order establishing NSF fee</p>
<p><u>Permit Renewal (Expired Permit Reinstatement Fee)</u> <i>Fee for renewal of a permit that has been expired for one year or less, provided no changes have been made in the original plans and specifications for the work. A permit may only be renewed once.</i></p> <p><i>Permits that have been expired longer than one year cannot be renewed, you must reapply for new permits.</i></p> <p><u>Investigation Fee</u> <i>Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.</i></p> <p><i>Fee is in addition to permit renewal fee.</i></p>	<p>½ of total permit fees using permit rates at time of renewal</p> <p>\$111.40/hr (minimum charge \$55.70)</p>
<p><u>Record Searches</u></p>	<p>Research and copy fees charged in accordance with City of Eugene Public Records fee order</p>

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<u>MISCELLANEOUS FEES</u>	
<u>Fee Description</u>	<u>Fees</u>
<p><u>Refund Processing Fee</u> <i>Refund limited to 80% unless fee was erroneously charged.</i></p>	<p>Fee is 20% of permit and plan check fees.</p> <p>Amount refundable is 80% of the permit and plan check fees.</p> <p>No portion of the admin fee will be refunded.</p>
<p><u>Reports from Permit Tracking System:</u></p> <p>Standard, pre-designed reports</p> <p>New reports requiring programming <i>(Minimum ½ hour)</i></p>	<p>Charged in accordance with City of Eugene Public Records fee order</p> <p>Charged in accordance with City of Eugene Public Records fee order</p>
<p><u>Work Without Permit Fee</u> <i>Assessed for work started before obtaining permits.</i></p> <p><u>Investigation Fee</u> <i>Hourly rate charged for research, travel time and time spent investigating work activities begun before obtaining permits. Fee is in addition to permit fees.</i></p> <p><u>Compliance Fee</u> <i>Fee for investigation of complaints, written notice of violation, compliance inspections and other enforcement actions to correct violations of Chapter 8 Eugene Code, 1971, and Rule R-8.005.</i></p>	<p>\$111.40 / hr</p> <p>\$222.75</p>

<u>ADMINISTRATIVE USER FEE</u>	
<u>Fee Description</u>	<u>Fees</u>
<p>Administrative User Fee</p>	<p>Total of all fees established by this or other administrative orders and collected by the Permit & Information Center (exclusive of SDC charges, appeal fees, and State surcharge and training fees) times 9%</p> <p>(\$7,500 maximum per project)</p>

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<u>TECHNOLOGY FEE</u>	
<u>Fee Description</u>	<u>Fees</u>
<u>Technology Fee</u> <i>Assessed as a percentage of total permit and plan review fees on all applications and permits.</i>	2% of total permit and plan review fee(s) (\$7,500 maximum per project)



Proposed FY24 Construction Permits Fee EC 2.020(2) Compliance

Findings

Eugene Code 2.020(2) requires that, unless the City Manager determines in writing that consideration of one or more of the following factors is irrelevant or inapplicable in determining the amount of any such fee, the City Manager shall consider:

- a) Applicable policies, enactments, and directives of the council

Response: The Construction Permits Fund is a special revenue fund that is required by Council to be wholly fee supported.

- b) The amount charged by the city in the past

Response: The fees proposed are in keeping with historic fees and represent an inflationary increase of approximately 1.5% over the 10 months since the previous fee increase to all applicable building related fees set by the City within the proposed fee schedule. Fees related to the Electrical Specialty Code would see no change, and fees in the Public Works section are proposed to increase by an average of 15% due to right-sizing the fee to the cost of providing the service and continuing to work towards full cost-recovery for this service section. This proposed increase is in keeping with the historic practice of minor annual fee increases rather than significant increases every several years to reduce shock to the industry. Over this period (October 2022 to July 2023) the CPI The full costs of providing the service supported by the fee

- c) The full costs of providing the service supported by the fee

Response: As the Construction Permits Fund is wholly fee supported, it is responsible for charging fees to cover all operating costs, maintaining an adequate fund reserve, and covering charges for allocated non-departmental expenses. The FY23 operational year is forecast to see an operating loss of approximately \$220,000, reducing reserves which remain below target levels.

- d) The amounts charged by other comparable providers

Response: Fees charged by the City of Eugene for implementation of the State Building Code are in keeping with code driven calculation methods and routinely fall in the upper-middle of municipalities in Oregon. Throughout the industry there is significant variance in charges for specific fees so a general charge for staff time is used for this comparison. A brief staff hour comparison table follows:

Portland	\$ 180.00
Bend	\$ 149.30
Eugene	\$ 111.10
Salem	\$ 67.25
Medford	\$ 60.00

e) The revenue needs of the city as determined by the adopted city budget

Response: Budgeted personnel costs are increasing 7.7% between FY23 and FY24 and forecast amounts are higher due to recent compensation and classification action increasing the overall personnel costs by an estimated 10.5% in FY24.

Conclusion

Based on the increase in operating personnel costs, the assessed reasonableness of the fees when compared to the total cost of providing the service, the legally mandated requirement to provide the service, the prevailing reserve amounts available by service type, and the demonstrated budgetary need to increase operating revenue for the fund associated with its increased expenses, the proposed fee increase is in keeping with historic practice, necessary to maintain appropriate levels of fund solvency, and required to maintain appropriate reserve levels for ongoing service provision.