



Staff Report

Gilpin County

Department of Community Development

P.O. Box 661 | 203 Eureka St. Central City, CO 80427

Board/Commission	Board of County Commissioners
Meeting Date	May , 2022 at 10:00 a.m.
Location	203 Eureka Street; Central City, CO 80427
File Name	Staff Item: Building Permit Fee Schedule
File Number	22-SI-01
Petition Type	Staff Item/BOCC Resolution

Executive Summary

The Community Development Department is seeking approval from the Commissioners for an updated Building Permit Fee Schedule. The updated schedule is based upon the recommended fee schedule (**Attachment 1**) from the International Code Council (ICC). Staff recommends approval on the basis that the new schedule will align Gilpin County with other jurisdictions in our region and more adequately cover the costs of providing permitting services to the public.

Objective

The Community Development Department is currently taking steps to evaluate and update all of its procedures, processes and fees. The first of these steps is to improve the operation of the Building Division of the Department. Staff are preparing a Request for Proposal (RFP) to seek out firms to provide building services to the County. These services would include: building plan review, building inspections, and Building Official services. Funding of these services would be supported by the fees assessed on building permits, plan review, and inspection. The Department's operational goal for building services is to be financially self-sufficient and not dependent upon the County's general revenue to provide for these services.

The first step that needs to be taken prior to the posting of the RFP for building services, is an update to the Building Division's fee schedule. The current fee schedule was last updated in 2014 (BOCC Resolution 14-15 Exhibit A) and is attached to this staff report as **Attachment 2**. The current fee structure is based on a cost per square foot with a flat fee for roofs, mechanical, and plumbing permits. The current structure also charges a flat fee for application and review regardless of the complexity of the project.



One of the advantages of moving to a valuation based fee structure is that it will enable the County to better assess the value of current construction activities within the County. This data will be valuable to not only Community Development but also to other departments such as the Assessor. The County needs to be tracking the actual market value of improvements that are being made on structures and the permitting process is a key component of being able to do this.

Neighboring Jurisdictions

Gilpin County's current fee schedule stands out in the region as being one of the few that is not based on the recommended ICC Fee Structure. In fact, only one of the seventeen jurisdictions that were surveyed as part of this report used a fee structure that wasn't based off of the ICC structure. Of the sixteen jurisdictions that had an ICC fee structure, nine of them had amended fee structures. All of the amended fee structures contained fees that were higher than the baseline

Jurisdiction Name	Fee Structure Type	Amendments Yes/No?
Adams County	ICC Fee Structure	No
Arvada (Home Rule City)	ICC Fee Structure	Yes
Black Hawk (Home Rule City)	ICC Fee Structure	No
Boulder County	ICC Fee Structure	Yes
Boulder (Home Rule City)	ICC Fee Structure	Yes
Broomfield (City & County)	ICC Fee Structure	No
Central City (Home Rule City)	ICC Fee Structure	No
Clear Creek County	ICC Fee Structure	No
Georgetown (Territorial Charter)	ICC Fee Structure	No
Golden (Home Rule City)	ICC Fee Structure	Yes
Grandy County	ICC Fee Structure	Yes
Idaho Springs (Statutory City)	ICC Fee Structure	Yes
Jefferson County	ICC Fee Structure	Yes
Lakewood (Home Rule City)	ICC Fee Structure	Yes
Morrison (Town)	ICC Fee Structure	No
Park County	Square Ft. & Flat Fee Structure	N/A
Summit County	ICC Fee Structure	Yes



Proposal

Staff are proposing a Building Division Fee Schedule (**Attachment 3**) that follows the ICC template with some minor deviations. Staff adjusted the base fees for permits with a valuation under \$2,000 to align with a similar schedule utilized by Jefferson County (**Attachment 4**). The aim of this modification is to ensure that the costs of these permits more adequately reflect the costs of providing the services.

The total cost of a building permit is made up of four individual components: building permit fee, plan check fee, zoning review fee, and a technology fee. Both the building permit and plan check fees are based on the recommended ICC fee table. The plan check fee, which covers the cost of building plan review, will be calculated at 65% of the of the building permit fee. Building plan review will be conducted by a contracted firm and will be billed to the county at a negotiated hourly rate. Staff are anticipating, based on initial conversations with building services providers, that the hourly cost to the County for building plan review services will range from \$100 to \$150 per hour, billed at a one hour minimum.

A zoning review fee will be calculated for each building permit based on the total valuation of the project. The purpose of the zoning review fee is to cover the costs of the planning & zoning review of each building permit application. The majority of this review will be conducted internally by the Community Development Department. It is anticipated, that commercial building projects of larger complexity that involve extensive site development will require the assistance of outside consultants. The zoning review fee seeks to aid in covering those costs. The adoption of these proposed zoning review fees would supersede the building plan review fee for the Planning Division as adopted by BOCC Resolution 13-23 (**Attachment 5**).

The final component of the total cost of a building permit fee is the technology fee. The purpose of this fee is to directly cover the costs of the software and equipment used to support the services provided by the Building Division. Community Development is one of the primary users of the County's OpenGov software. In 2021, the OpenGov portal handled 1,970 individual records across several County Departments. Of these records only 1,036 related to services requested by and provided to the public, the rest of the records were internal. Public record counts include 19 at the Assessor's Office, 940 at Community Development, and 77 at Public Works. Community Development accounted for approximately 91% of citizen service requests through the OpenGov system in 2021.



Estimating Community Development's share of the total costs of OpenGov is challenging given that a variety of departments use the software in different ways. According to County Finance, the total cost County-wide for OpenGov in 2022 is \$31,405. Making a rough extrapolation based only on the individual records created, its estimated that Community Development's share in the cost for 2021 was approximately 47%. This percentage is merely a rough extrapolation and will require further investigation to pinpoint this with more accuracy. However, if 47% of the use of OpenGov from a records creation standpoint belongs to Community Development, then we could guess that Community Development's share for 2021 would be roughly \$14,500. Divide that by our 940 records created and that would come to \$15.42 per record.

Staff will continue to investigate and assess the cost share of OpenGov for the Community Development Department, particularly for building permits. Based on our initial investigation we are recommending that the County assess a technology fee of at least \$7 per building permit to begin recouping the costs of the technology that supports this service.

Staff Recommendation

Staff are recommending approval of the updated building permit fee schedule. Approval of the new schedule will put Gilpin County's building permit fees in line with surrounding jurisdictions. The new fee schedule will also improve equity, in that fee's will be assessed based on valuation rather than size.

Staff Report Attachments

Attachment 1: ICC Building Fee Structure

Attachment 2: Current Building Permit Fee Schedule

Attachment 3: Draft Building Permit Fee Schedule

Attachment 4: Jefferson County Building Permit Fee Schedule

Attachment 5: Current Planning Division Fee Schedule

Rob Gutierrez
Director



22-SI-01

Attachment 1: ICC Building Permit Fee Structure


APPENDIX L PERMIT FEES

(The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.)


TOTAL VALUATION	FEE
\$1 to \$ 500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$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
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

**22-SI-01
ATTACHMENT 2**

Resolution 14-15 Exhibit A

 GILPIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION FEE SCHEDULE	
PERMIT COST PER SQUARE FOOT (Except where otherwise noted)	
1. Commercial Assembly (Restaurant, Theater, Church or similar)	\$2.18
2. Commercial Office/Retail	\$1.82
3. Commercial Industrial	\$1.45
4. Commercial Storage/Warehousing	\$1.09
5. Residential, New Construction (> 3,000 sq. ft.)	\$1.74
6. Residential, New Construction (1,500 to 3,000 sq. ft.)	\$1.67
7. Residential, New Construction (< 1,500 sq. ft.)	\$1.60
8. Remodel, Finish Basement & Bonus Living Space	\$0.87
9. Residential Accessory (garages/shops/sheds)	\$0.65
10. Unfinished Basement	\$0.51
11. Decks & Patios	\$0.29
12. Roofs (Flat fee)	Flat \$230
13. Mechanical and plumbing permits only (Flat fee)	Flat \$55
14. Other – multiplier to be applied to construction value	\$.01452
15. Re-inspection (Flat fee)	Flat \$35
16. Application and Plan Review	
Commercial (Flat Fee)	\$500
Residential (Flat Fee)	\$100
17. Building Permit Extension	
3rd year extension	
Each year beyond 3 until complete	One-half original fee \$100 per year

Resolution 14-15 Exhibit B

 GILPIN COUNTY PUBLIC HEALTH AGENCY ONSITE WASTEWATER TREATMENT SYSTEM FEE SCHEDULE	
New system or expanded capacity to existing system	\$1000
Repairs to existing system that require additional design and/or component updates in order to comply with current code	\$750
Repairs to existing system that do not require additional design and/or component updates in order to comply with current code	\$500
Renewal of unexpired OWTS Permit	\$250
Variance	\$1000
Use Permit	\$100
Renewal of unexpired Use Permit	\$25
Operating Permit	0
System Installer License	\$100
System Maintenance License	\$100
System Pumper License	\$100
System Inspector License	\$100

**22-SI-01
ATTACHMENT 2**



Building Division Fee Schedule

Gilpin County

Department of Community Development

P.O. Box 661 | 203 Eureka St. Central City, CO 80427

Total Cost of a Building Permit

Effective Date: 2022

Add the following numbered fees 1-4 for the total cost of a Building Permit (plus any applicable other fees).

1. Building Permit Fee
2. Plan Check Fee
3. Zoning Review Fees
4. Technology Fee

1. Building Permit Fees Valuation Table

Total Valuation* of Project	Building Permit Fee
\$1 to \$1,000	\$55
More than \$1,001 but not more than \$2,000	\$70
More than \$2,001, but not more than \$40,000	\$69 for the first \$2,000, plus \$11 for each additional \$1,000, or fraction thereof, up to and including \$40,000
More than \$40,001, but not more than \$100,000	\$487 for the first \$40,000, plus \$9 for each additional \$1,000, or fraction thereof, up to and including \$100,000
More than \$100,001, but not more than \$500,000	\$1,027 for the first \$100,000, plus \$7 for each additional \$1,000, or fraction thereof, up to and including \$500,000
More than \$500,001, but not more than \$1,000,000	\$3,827 for the first \$500,000, plus \$5 for each additional \$1,000, or fraction thereof, up to and including \$1,000,000
More than \$1,000,001, but not more than \$5,000,000	\$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
More than \$5,000,001	\$18,327 for the first \$5,000,000, plus \$1 for each additional \$1,000, or fraction thereof

*Valuation shall be determined based on current construction costs. Where the valuation that is calculated based upon standard building valuation data and the actual total contract construction cost differ, the higher of the two valuation figures shall be used to determine the building permit fee. The County may require information to verify valuation estimates and collect any additional money owed.



Residential Building Valuation Data

Type of Structure	Cost Per Sq. Ft.
Dwellings: Type VB Wood Frame	\$180.00
Basement Unfinished	\$34.48
Basement: Finished	\$45.19
Private Garages: Wood Frame	\$47.33
Misc. Structures: Carports, Pole Barns, Decks, Loafing Sheds, Covers	\$32.34

2. Plan Check Fee

The plan review fee is determined by multiplying the building permit fee by 65%

3. Zoning Review Fees**

Residential	
Total project valuation <= \$25,000	\$25
Valuation >\$25,000-<=\$100,000	\$50
Valuation >\$100,00-<=\$500,000	\$100
Valuation >\$500,000	\$250
Commercial, Institutional	
Change in Use (No structural alteration)	\$25
Total project valuation <=\$25,000	\$50
Valuation >\$25,000-<=\$100,000	\$100
Valuation >\$100,000-<=\$500,000	\$250
Valuation >\$500,000	\$500 + Consultant Fees

4. Technology Fee

Per Building Permit	\$7
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**Zoning review fees only apply to zoning reviews in connection with a building permit and supersede "Building Plan Review" fees for residential and commercial building permits on the Gilpin County Planning Division Fee Schedule (BOCC Resolution 13-23 Exhibit A).



Other Fees

Calculated fees are to be rounded to the nearest whole dollar figure, with amounts of \$0.50 or less rounded down and amounts of \$0.51 or more to be rounded up. A credit/debit card service fee of 2.25% + \$0.75 applies to all credit card and debit card transactions. An electronic check service of \$1.00 applies to all electronic check transactions.

Additional plan review required due to plan changes, additions or revisions	\$130 per hour
Building Inspections	\$100 per hour
Inspections outside of normal business hours	\$150 per hour
Manufactured Home Setup Permit Fee	\$131 + Technology Fee
Manufactured Home Installed Upon Permanent Foundation - use the Building Permit Fees Valuation Table with valuation of foundation and other associated work performed on the site.	See Valuation Table
Returned Check Fee	\$25
Contractor License	\$100
Temporary Certificate of Occupancy	\$150

Jefferson County Building Safety Division Fees

Note: a 2.5% convenience fee is added to all credit card transactions

**22-SI-01
ATTACHMENT 4**



**JEFFERSON
COUNTY COLORADO**

Plan Review Fee for Building Permits	65% of Building Permit Fee
May be waived for residential projects under \$75,000.	

Building Permit Fee Table (Includes fees for sub-permits associated with the Building Permit)

Total Valuation	Fee
<i>The final valuation used to establish fees is determined by square footage and average construction costs</i>	
\$1 to \$1,000	\$55
\$1,001 to \$2,000	\$70
\$2,001 to \$40,000	\$69 for the first \$2,000 plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000 plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000 plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000 plus \$1 for each additional \$1,000 or fraction thereof

Sub-Permit Fee Table (For stand alone sub-permits not directly tied to a Building Permit)

Electrical*, Fuel Gas, Mechanical and Plumbing Permits	
Valuation of Work	Fee
\$1 to \$2,000	\$45
\$2,001 to \$50,000	\$16 per each \$1,000 valuation or fraction thereof
\$50,001 to \$500,000	\$150 plus \$13 per each \$1,000 valuation or fraction thereof
\$500,001 and over	\$650 plus \$12 per each \$1,000 valuation or fraction thereof

*Solar Install Electrical Permit fee maximum \$500 for residential and \$1,000 for commercial

Other Permit Types

Demolition Permit	\$30
Re-roof - Re-side Permit	Use Building Permit Fee Table

Other Fees and Charges:

1. Inspections outside of normal business hours..(Minimum Charge: 2 hours).....	\$100 per hour
2. Reinspection fees assessed per Jeffco Supplements	\$100 minimum
3. Inspections for which no fee is specifically indicated.....	\$100 per hour
4. Additional plan review required by changes, additions or revision.....	\$100 per hour
5. For use of consultants for plan checking & inspections, or both.....	Actual Cost
6. For issuance of each Temporary Certificate of Occupancy.....	\$750*
* \$500 shall be refunded if a CO is issued prior to the expiration date of the TCO	
7. Contractor License	\$50 annually

Estimating Fees

Job Valuation _____

Building Permit _____

Plan Review _____

Total Building Fee _____

Building Permit Example:

Job Valuation _____ \$253.800

Building Permit _____ 2,105
(x 0.65)

Plan Review _____ + 1,368

Total Building Fee* _____ \$3,473

* A 2.5% credit card convenience fee is added to all credit card transactions

Additional Fees May Apply

[Planning & Zoning](#)

[Traffic Impact Fee](#)

[Fire District Fees](#)

Other _____

**GILPIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT****22-SI-01****PLANNING DIVISION****ATTACHMENT 5****FEE SCHEDULE**

BUILDING PLAN REVIEW	Residential	\$100
	Commercial	\$500 + consultant cost
CAMPING PERMIT - PRIVATE	30 Days per Calendar Year	TBD
CHANGE-IN-USE PERMIT	Residential Zoning	\$25
	Commercial Zoning	\$100
CODE ENFORCEMENT	Release of Violation	\$200
	After-the-Fact Permit	Current Fee + 100%
COPIES (per page)	Black & White	50¢
	Color	\$1.50
	Oversized	\$5
DEMOLITION		\$200
FLOOD PLAIN	Determination Letter	\$100
GRADING	100,000 >	0.07¢
<i>(Cut + Fill in cu yds)</i>	40,000 – 99,999	0.06¢
	20,000 – 39,999	0.05¢
	10,000 – 19,999	0.04¢
	3,500 – 9,999	0.03¢
	50 – 3,499	\$50
LEGAL NOTICES	Mailing / Publishing Cost	Actual Cost
MAILING		Actual Cost + \$2.50
MAPS & DOCUMENTS	Flood Plain Regulations	\$10
	GIS Maps ≤ 11 x 17 in.	\$10
	GIS Maps > 11 x 17 in.	\$30
	Growth IGA	\$25
	Master Plan	\$25
	PUD Regulations	\$10
	Street Map Book	\$100
	Subdivision Regulations	\$25
	Zoning Code	\$25
	1041 Regulations	\$25
MINING	Mining – Tier 1	\$50
	Mining – Tier 2	\$500
	Mining – Tier 3	\$1,000 + cost of consultant
	Mining – Tier 4	\$5,000 + cost of consultant
MOBILE VENDOR PERMITS		
	Annual Property Owner Permit	\$25
	1-30 Day Mobile Business Permit	\$100
	120 Day Mobile Business Permit	\$400
	Annual Mobile Business Permit	\$1,000
REZONING & PUD		\$1,250
ROAD NAME CHANGE		\$500

SIGN		\$100
SPECIAL USE REVIEW	Initial Review	\$1,000
	Annual Renewal	\$100
TEMPORARY USE PERMIT	Class A	\$250
	Class B	\$500
	Nonprofit with a physical location and year-round involvement in the County.	waived
SHORT-TERM RENTAL	Annual Operating Permit	\$200
SB – 35 EXEMPTIONS	BLE	\$0
	BLA all lots developed	\$500
	BLA any lots vacant	\$1,000 per vacant lot
	Transfer of Development Rights Option 1	\$500
	Rural Development	\$7,500 x Lots/Average Lot Size
SUBDIVISION		\$10,000 x Lots/ Average Lot Size
VACATE PUBLIC LAND		\$1,000
VARIANCE / BOA	Initial Development	\$1,000
	Addition to existing	\$500

EXHIBIT A