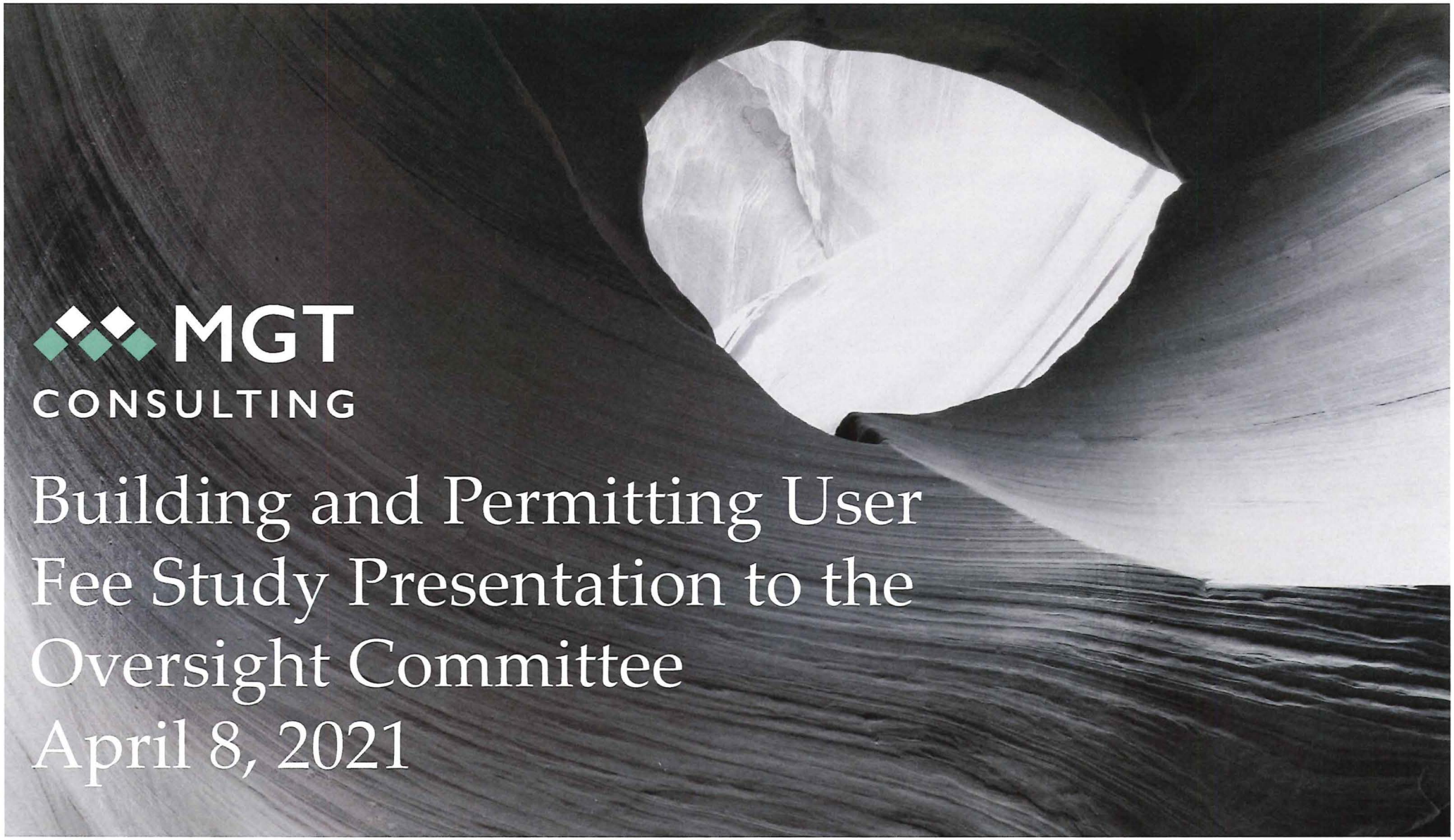

MGT
CONSULTING
Building and Permitting User Fee Study Presentation to the Oversight Committee
April 8, 2021

Agenda

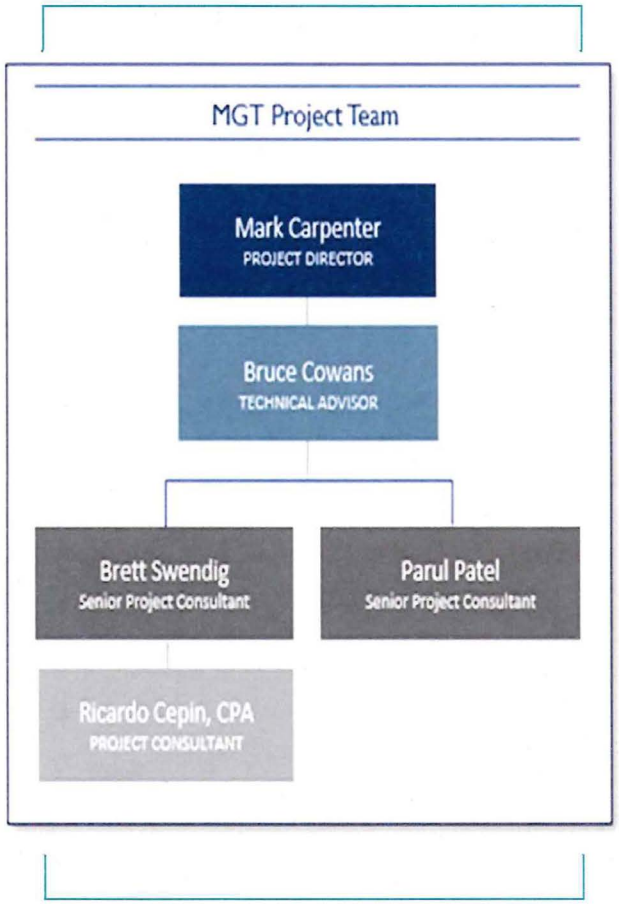
Building and Permitting User Fee Study

1. Introductions
2. Project Understanding
3. Project Methodology/Approach
4. Summary of Findings

Section 1

Introductions

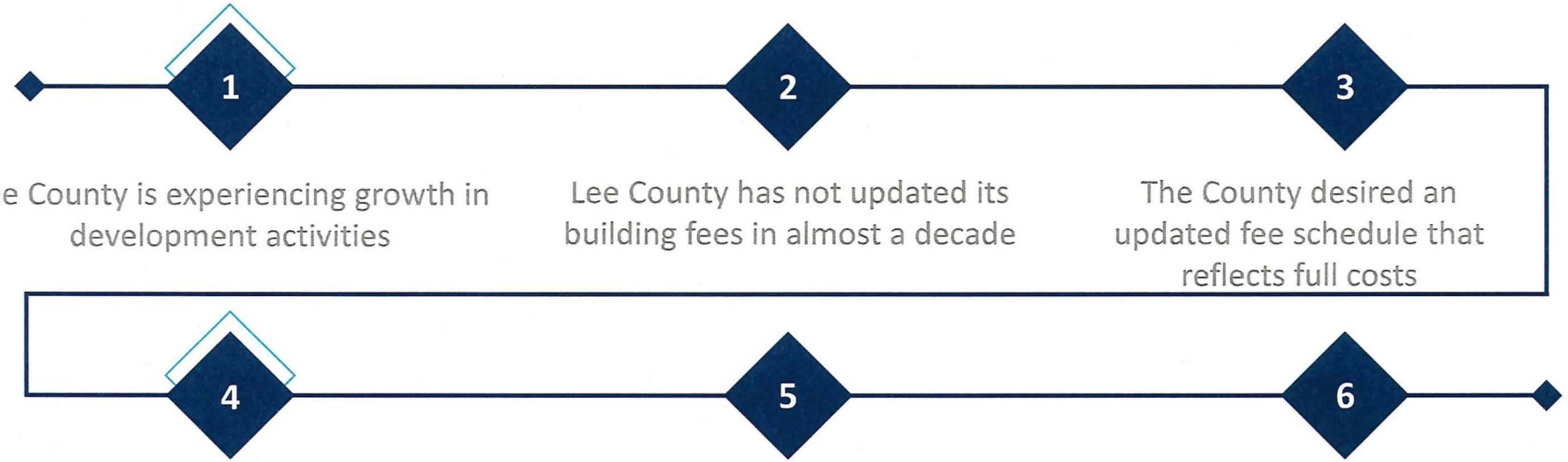
Project Team Members



Section 2

Project Understanding

Project Understanding



Section 3

Project Methodology and Approach

Project Methodology/Approach

1

PLANNING & DATA COLLECTION PHASE

- Collect Financial and Staffing Data
- Virtual Meetings to Identify/Document Processes and Time Estimates
- Collect Workload Data

2

STRUCTURE/PREPARE COST ANALYSIS

- Develop Draft Departmental Cost Models
- Conduct Multiple Virtual Meetings to Verify Data Provided
- QC & Internal Review
- Present Draft Cost Models

3

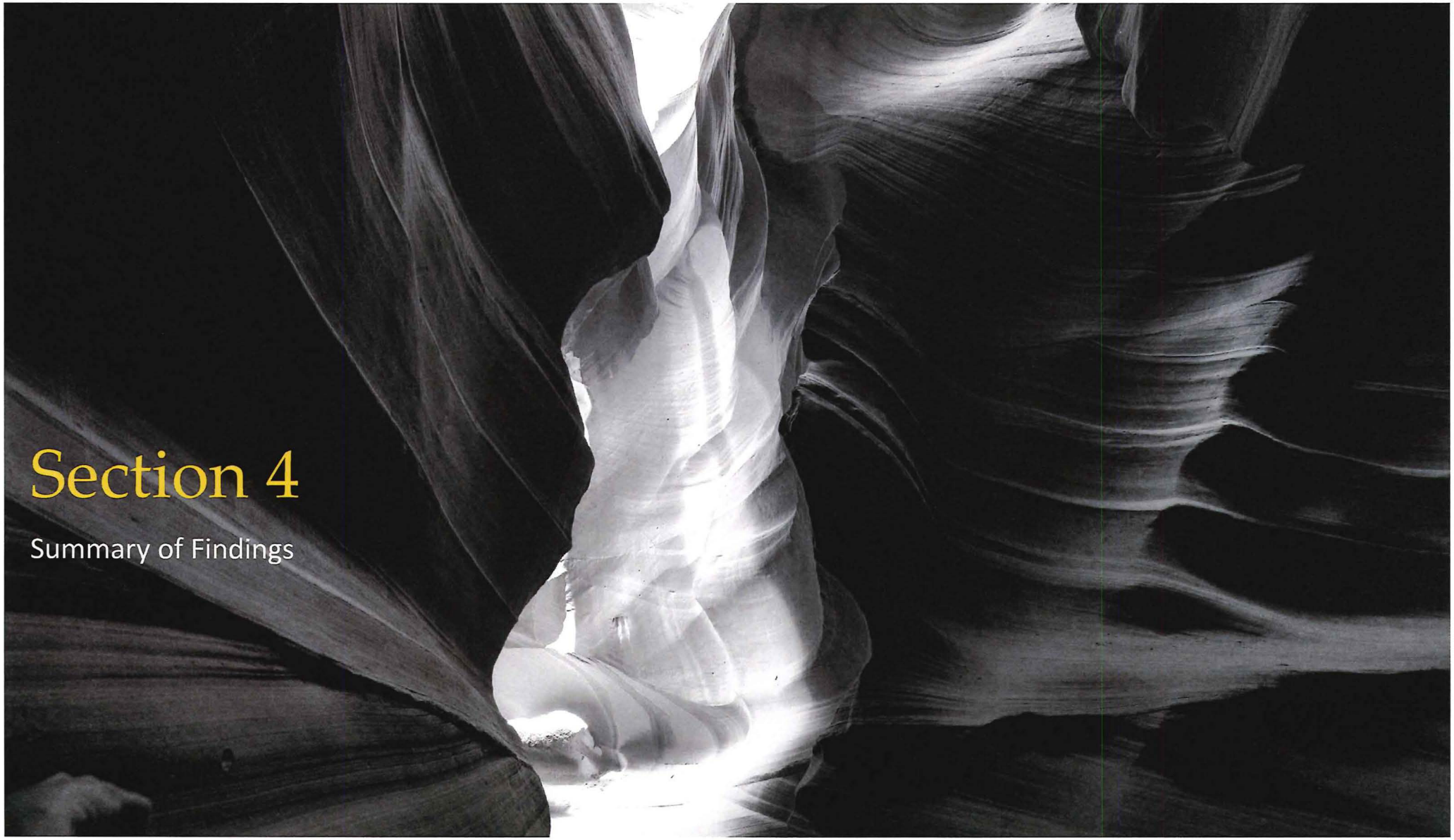
CONDUCT COMPARATIVE SURVEY

- Identify Benchmark Localities and Fees
- Develop Survey Format
- Conduct Survey
- Develop and Present Draft Comparative Survey Findings

4

PREPARE & PRESENT DRAFT AND FINAL REPORTS

- Prepare and present draft and final reports to County staff
- Presentation to Oversight Committee
- Ongoing support



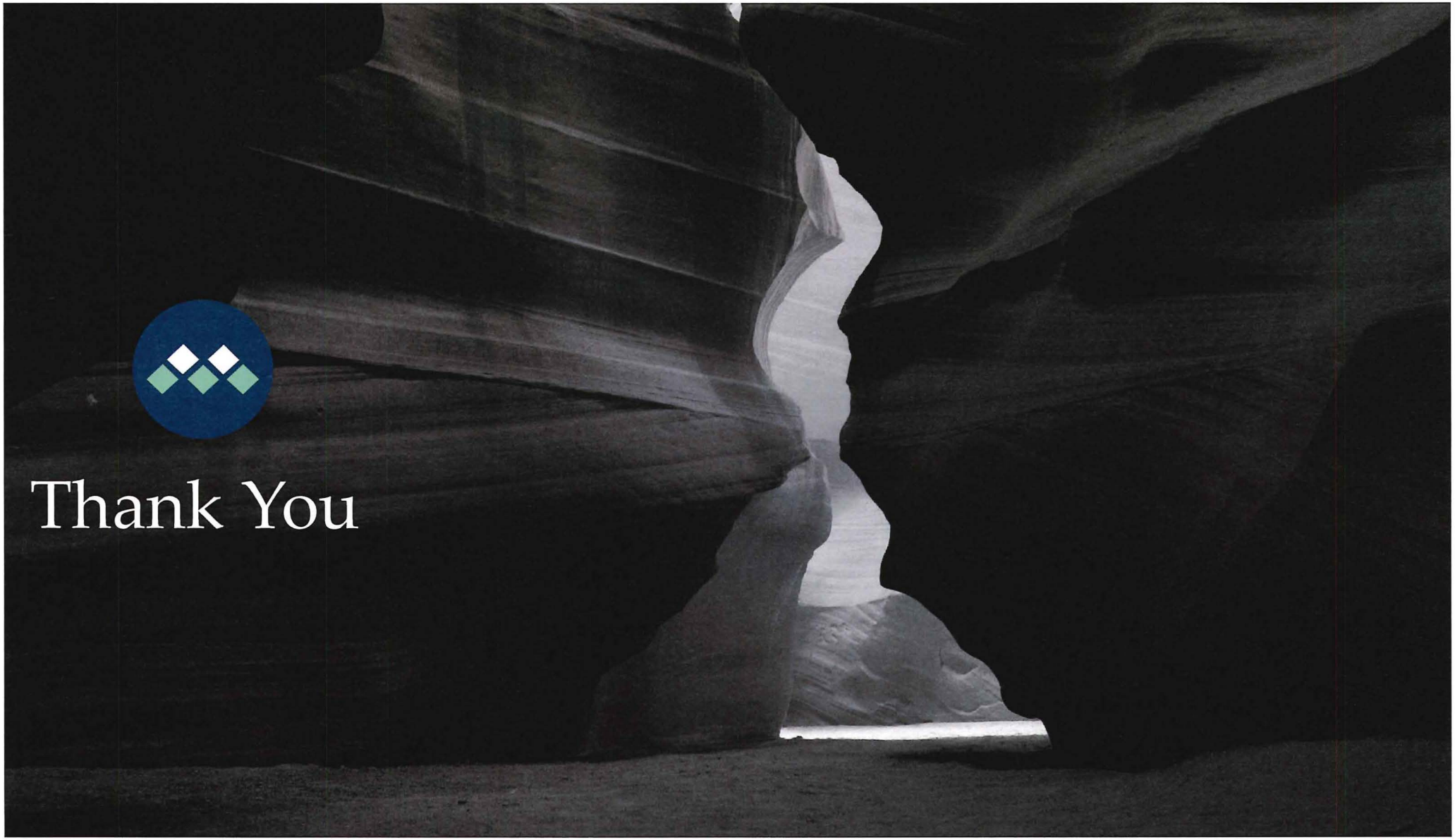
Section 4

Summary of Findings

Summary of Findings

- Some current fees generate more revenue than the services cost, while other fees do not recover full cost.
- Pricing should not necessarily equal full cost.
- It is not unusual to discover that costs differ from revenue collection levels without periodic cost analysis.

Fee Type	Applies to:	Current Method	Proposed/Recommended Method
Plan Review Fee	Commercial Plan Review	No Fee Charged	Flat fee for plan review resubmittals
Inspection Fee	Riprap	Minimum plus per square foot charge	Flat fee
Sign Fee	Single or double sign, awnings, electronic message center, etc.	Per square foot charges	Flat fee for six sign types


Thank You