



SHORT TERM RENTAL APPLICATION FEES - 2016

Modifications

Review Required:

Business License

Receive Application & fees, review to ensure all required documents provided, input into database create a REG, BUS and TOT case pay fees, scan & attach documents into database, route to Planning and Code for review, create a TOT packet & contact applicant to arrange pick-up, check status on reviews from other staff members, contact customer if additional info required or route to Code for site inspection if needed, once recommendation received either issue permit or prepare denial letter.

Time Allocated for Review: 3 hours at \$53/hour = \$159

Planning

Review site and floor plan for compliance with code, check building permit history and compare to plans, review parking spaces provided, review pictures and website for work done to house.

Time Allocated for Review: 1 hour at \$181/hour = \$181

Code Enforcement

Review, on-site inspection, review open Code Enforcement cases, upload photos and document inspection findings, coordinate results with staff, may need to open code case based on results

Time Allocated for Review: 1 hour at \$196/hr = \$196

Building

Involved, but they collect through plan check fees

Total Staff Time: 5 hours = \$536

Change of Ownership

Review Required

Business License

Receive Application & fees, review to ensure all required documents provided, input into database creating a REG, BUS and TOT case pay fees, scan & attach documents to database, request close out Audit for prior owner & possible Tax Clearance Certificate, route to Planning and Code for review, create a TOT packet & contact applicant to arrange pick-up, check status on reviews from other staff members, contact customer if additional info required or route to Code for site inspection if needed, once recommendation received either issue permit or prepare denial letter.

Time Allocated for Review: 4 at \$53/hour = \$212

Code Enforcement

On-site inspection, review open Code Enforcement cases, upload photos and document inspection findings, coordinate results with staff, may need to open code case based on results

Time Allocated for Review: 1 hour at \$196/hour = \$196

Planning

Confirm no changes to floor plan and review advertisement photos

Time Allocated for Review: .5 hour at \$181/hour = \$90

Total Staff Time: 5.5 hours= \$498

Renewals

Review Required

Business License

Receive Renewal Application & fees, review to ensure all required documents provided, input into database & pay fees, scan all documents into database, verify online ads match info of existing permit, contact customer if additional info required or route to Code for site inspection or follow up if needed, issue permit or prepare denial letter if necessary.

Time Allocated for Review: 2 hours at \$53/hour = \$106

Code Enforcement

Enforcement Share (E.S.)* is the per short term rental cost of funding after-hours Code Enforcement.

E. S.(\$388) = \$388

Add-On Fees based on Code Enforcement Activity

Code Enforcement Inspection for compliance with approved plans.

Time Allocated for Review: \$196/hour for time spent on inspection

Planning to review discrepancies in floor plan.

Time Allocated for Review: \$181/hour for time spent

Fire Inspection (as needed)**

Time Allocated for Review: \$90 by Fire Dept. Consultant

Total Staff Time: 2 hours plus E.S. = \$494 base plus Add-On Fees as needed

Review of Renewals/Pending for Compliance with Operational Requirements of New Ordinance

Review Required

Business License

Receive Application & fees, review to ensure all required documents provided, input into database and pay fees, scan & attach documents into database, route to Planning and Code for review, verify online ads match info of existing permit, check status on reviews from other staff members, contact customer if additional info required or route to Code for site inspection if needed, once recommendation received either issue permit or prepare denial letter.

Time Allocated for Review: 3 hours based on \$53/hour = \$159

Planning

Send notifications to applicants for materials required. Review site and floor plan for compliance with new code, check use of garage and evaluate for compliance for any game rooms, review parking spaces provided, review affidavit of notification to neighbors, coordination of Fire review of emergency evacuation plan

Time Allocated for Review: 2 hours based on \$181/hour = \$362

Code Enforcement

Review, on-site inspection, review open Code Enforcement cases, upload photos and document inspection findings, coordinate results with staff, may need to open code case based on results

Time Allocated for Review: 1 hour based on \$196/hour = \$196

Building

Involved, but they collect through plan check fees

Fire

Inspection for compliance with new Fire Requirements (as needed)**

Time Allocated for Review: \$90 (collect as needed by Fire Dept.)

Total Staff Time: 6 hours = \$717 plus Fire Inspection as needed

Appeals

Same cost as the action that is being appealed, however if the applicant requests a hearing officer other than the City Employee Hearing Officer, an additional \$3,000 would be required for additional cost of retaining the City contracted Hearing Officer.

Extension of Amortization Period

Full cost recovery with minimum deposit of \$1,200

Notes:

**The Code Enforcement share is \$140,000/361 STRs=\$388 annually for after-hours Code Enforcement.*

***Fire Department fee will be an inspection by third-party company for \$90. Inspections will be conducted as needed.*

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