



Legislation Text

File #: 990288, Version: 0

Fast Track Surcharge Amendment to the Fee Schedule, Appendix A.

Fast Track permitting is a new pilot program within the Building Inspection Department. This program allows contractors, developers and owners to request the Fast Track service when making an application for permit. Because this program provides a faster turn-around for the permit application, and because these applications are taken "out of sequence" in the plan review process, applicants are willing to pay an additional fee to get a faster process of their plans. The Fast Track surcharge fee will be equal to the permit fee amount, not to exceed \$350.00.

During the test period from the period April 1, 1999 through June 30, 1999, staff processed 132 sets of plans. Revenue collected would have been \$10,539 at the proposed surcharge rate.

One of the most time consuming elements of the plan review process is the documentation assembly of two approved sets of plans and comments. A complete plan review may be ready in one day, but the two sets of approved plans may not be ready for one-to two days later. Delays are contributed to walk in customers, phone calls, and questions from staff during the permit process, etc. It takes time and concentration to type out two or more pages of construction comments for each set of plans. In order to deliver the plans as advertised, staff recommends hiring a temporary full-time Staff Assistant. This position will also give the plans examiners more review time, allowing more reviews to be done in the course of the workday. Because this is a pilot program and this position is essential for customer service relations, staff proposes this position be established as temporary full time. Should the program prove to be successful after the first year, the project will completely fund the staff assistant position. Staff will then propose to have this position become permanent full time. The salary range is from \$18,490 to \$23,680.

Based on last years statistics for commercial and residential permit applications that would be subject to this new program, and projecting a conservative estimate of additional revenue generated, (50% of FY 98 actual revenue) the fiscal impact could be \$98,000.

The City Commission: 1) hear a report from staff; and 2) authorize the City Attorney to draft and the Clerk of the Commission to advertise an amendment to the Code of Ordinances amending Appendix A to include a section for a Fast Track surcharge.