

**CITY OF CORTEZ  
COUNCIL RESOLUTION NO. 27, SERIES 2019**

**A RESOLUTION SETTING FEES AND CHARGES FOR PLANNING AND BUILDING  
DEPARTMENT SERVICES AND MATERIALS PROVIDED  
BY THE CITY OF CORTEZ, COLORADO**

WHEREAS, the City of Cortez has determined that fees are to be set for the Planning and Building Department to cover expenses for materials and cost of services; and

WHEREAS, it is determined that charges for materials and services must be collected in sufficient amounts to enable the City to meet such expenses; and

WHEREAS, Council Resolution No. 28, Series 2018, is hereby superseded and the fees shown below are recommended by the Planning and Building Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CORTEZ CITY COUNCIL:

THAT the following fees shall be effective **January 1, 2020**, for listed services and materials.

**MISCELLANEOUS PERMITS - PLANNING AND BUILDING**

ADMINISTRATIVE ADJUSTMENT .....	\$125.00
<b>ADMINISTRATIVE COSTS – RESEARCH AND RETRIEVAL.....</b>	
Actual time spent in excess of one hour shall be charged at a rate of	\$30.00/hr.
AMENDED PLATS AND/OR REPLATS .....	\$200.00
ANNEXATION – Under 10 acres.....	\$350.00
Over 10 acres .....	\$500.00
VACATIONS (STREET OR ALLEY).....	\$250.00
APPLICATION WITHDRAWAL FEE.....	1/2 OF COLLECTED FEE
BILLBOARD (Renewable Yearly) PERMIT .....	\$50.00/Billboard/Year
BILLBOARD (NEW SIGN) PERMIT.....	\$27.50
BOARD OF ADJUSTMENTS APPLICATION.....	\$300.00
COMPREHENSIVE PLAN.....	\$15.00 for CD
.....	\$25.00 for paper copy
CONDITIONAL USE PERMIT .....	\$300
If an applicant is applying for a conditional use permit CONCURRENT with a site plan review, the full site plan review fee applies, in addition to half the conditional use permit fee.	
CONDOMINIUM SUBDIVISION.....	See Subdivision Plat Fees

CONDOMINIUM CONVERSION.....	\$200.00
COPIES .....	\$0.25/page
ENCROACHMENT PERMIT.....	\$100.00
HISTORICAL SIGN APPLICATION FEE.....	\$75.00
HISTORICAL STRUCTURE APPLICATION FEE.....	No Charge
HOME OCCUPATION PERMIT.....	\$50.00
LAND DEDICATION – 5% CASH-IN-LIEU REQUIREMENT..... (equates to \$725.00 per acre)	\$14,500 per acre
LAND USE CODE.....	\$15.00 for CD \$75.00 for paper copy
MASTER SIGN PLAN.....	Includes All Types of Signs – As Per Adopted Permit Fee Schedule
MINOR SUBDIVISION.....	\$ 200.00
PLANNED UNIT DEVELOPMENT .....	(See Subdivision Plat Fees)
RECORDING FEES .....	Actual Costs
SIGN PERMIT (Not including Billboards) .....	Per Adopted Permit Fee Schedule
SITE PLAN REVIEW.....	\$500.00
SPECIAL EXCEPTION.....	\$100.00
*SUBDIVISION PLAT FEES, INCLUDING:	
Condominium Subdivisions and/or Planned Unit Developments	
\$400.00 for the first acre or part thereof	
\$50.00/acre for next 4 acres	
\$20.00/acre for each additional acre	
RE-APPLICATION FEE .....	\$300.00 +
Plus the appropriate Subdivision Plat Fees shown above	
* SEPARATE FEE FOR EACH SUBMITTAL – PRELIMINARY PLAT AND FINAL PLAT	
TEMPORARY PERMITS.....	\$30.00
(Batch plants, tent sales events, jobsite trailers, and similar)	
ZONING CHANGE	
Residential/Small (½ acre or less).....	\$350.00
Commercial & Large Residential.....	\$500.00

**BUILDING PERMIT FEES**

From the total valuation of the structure, the permit fee is tabulated. See table below:

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1.00 to \$500.00	<b>\$40.00</b>
\$501.00 to \$2,000	<b>\$40.00</b> for the first \$500.00 plus <b>\$4.00</b> for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001 to \$25,000	<b>\$100.00</b> for the first \$2,000.00 plus <b>\$13.75</b> for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001 to \$50,000	<b>\$416.25</b> for the first \$25,000.00 plus <b>\$10.50</b> for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001 to \$100,000	<b>\$678.75</b> for the first \$50,000.00 plus <b>\$7.25</b> for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001 to \$500,000	<b>\$1,053.75</b> for the first \$100,000.00 plus <b>\$6.00</b> for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
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\$500,001 to \$1,000,000	<b>\$3,453.75</b> for the first \$500,000 plus <b>\$5.00</b> for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	<b>\$5,953.75</b> for the first \$1,000,000.00 plus <b>\$4.00</b> for each additional \$1,000.00 or fraction thereof.

**VALUATION OF STRUCTURE** – The valuation of the structure will be based on the “Square Foot Construction Cost” table from the ICC’s “Building Safety Journal” of the August edition of the prior year of this resolution. For structures such as commercial storage units, metal carports, and similar that are complete turnkey pre-fabricated kit building systems that will not have improvements such as plumbing, electrical, etc. that would make them habitable, the valuation of the structure will be 200% of the purchase price. Use tax will be assessed in accordance with City Ordinance No. 1054, Series 2005. A copy of the invoice for the building system must be presented as proof for valuation. If no proof of purchase price is provided, the valuation will be based on the closest ICC category Square Foot Construction Cost.

<b>ROOF PERMIT FEE</b> .....	<b>\$75.00</b>
<b>FENCE PERMIT FEE</b> .....	<b>\$75.00</b>
<b>SIDING PERMIT FEE</b> .....	<b>\$75.00</b>
<b>RESIDENTIAL DECK PERMIT FEE</b> .....	<b>\$75.00</b>
(Only for residential decks over 30” in height and that do not have a roof)	
<b>NON-HABITABLE PORTABLE STRUCTURE FEE</b> .....	<b>\$75.00</b>
(Non-habitable portable structures are buildings such as storage sheds without MEP improvements that are constructed off-site fully assembled and delivered intact and ready to use at the time of delivery)	
<b>FOUNDATION ONLY PERMIT FEE</b> .....	<b>\$75.00</b>

**CELLTOWER ANTENNAE MODIFICATION PERMIT FEE.....\$100.00**  
(Includes antennae additions, removals, alterations, etc.)

**USE TAX** – In accordance with Council Ordinance No. 1054, Series 2005 (8/9/2005).

**DEMOLITION PERMIT..... \$75.00**

**PLAN REVIEW FEE:** For commercial projects & multi-family units (4 units & over) a Plan Review Fee may be charged at an additional rate of sixty-five percent (65%) of the Building Permit Fee.

**MOBILE HOME SET-UP INSPECTION FEE (Mobile Home Parks Only)..... \$175.00**  
(Park owners are responsible for the procurement of all necessary permits and ensuring code compliance for all habitable structures placed within their respective parks prior to occupancy of any structure.)

**RV HOME SET-UP INSPECTION FEE (Mobile Home Parks Only)..... \$75.00**  
Per Council Resolution No. 9, Series 2012.

For **PERMANENTLY-INSTALLED NEW AND USED HUD MANUFACTURED HOMES (TRAILERS)** on private lots, the Building Permit Fee shall be based on one-half (1/2) the Building Permit Per Square Foot Fee Schedule.

For **COLORADO IRC APPROVED MANUFACTURED HOMES**, the Building Permit Fee shall be based on 100% of the Building Permit Per Square Foot Fee Schedule.

For **PERMANANTLY INSTALLED NEW AND USED MANUFACTURED HUD HOMES AND COLORADO IRC APPROVED MANUFACTURED HOMES** the 'Use Tax' Fee shall be a Flat Fee of.....**\$225.75**

**TEMPORARY CERTIFICATE OF OCCUPANCY .....\$300.00**  
Valid for six (6) months – Pro-rated refund (\$50.00 per month) if a FULL CERTIFICATE OF OCCUPANCY is applied for prior to the 6-month deadline.

**RE-INSPECTION FEE .....\$50.00**  
If an inspection has been called for and work is not ready when the Inspector arrives at the job-site, a re-inspection fee of \$50 will be charged for each re-inspection.

**STOP WORK ORDER/WORK CONDUCTED WITHOUT A PERMIT.....\$250.00**

**PLUMBING PERMIT FEES**

From the total amount of work to be done, the permit fee is tabulated. See table below:

For issuing each permit .....	<b>\$25.00</b>
Supplemental permit .....	<b>\$10.00</b>

**IN ADDITION:**

For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore) .....	<b>\$10.00</b>
For each building sewer and each trailer park sewer .....	<b>\$20.00</b>
Rainwater systems - per drain (inside building) .....	<b>\$10.00</b>
For each private sewage disposal system .....	<b>\$40.00</b>
For each water heater and/or vent .....	<b>\$10.00</b>
For each gas piping system of one (1) to four (4) outlets .....	<b>\$10.00</b>
For each gas piping system of five (5) or more, per outlet .....	<b>\$1.00</b>
For each industrial waste pre-treatment interceptor, including its trap and vent, excepting kitchen type grease interceptors functioning a fixture traps .....	<b>\$10.00</b>
For installation, alteration or repair of water piping and/or water treating equipment .....	<b>\$10.00</b>
For repair or alteration of drainage or vent piping .....	<b>\$10.00</b>
For each lawn sprinkler system on any one meter, including including backflow protection devices therefore .....	<b>\$10.00</b>
For vacuum breakers or backflow protective devices on tanks, vats, etc. or for installation on unprotected plumbing fixtures, including necessary water piping - one (1) to four (4) .....	<b>\$5.00</b>
Five (5) or more, each .....	<b>\$1.00</b>

**\*\*Note:** Plumbing inspections are included in the initial building permit fee for new construction.

**MECHANICAL PERMIT FEES**

From the total amount of work to be done, the permit fee is tabulated. See table below:

**Permit Issuance and Heaters**

- 1. For the issuance of each Mechanical Permit .....\$20.00
- 2. For issuing each supplemental permit for which the original permit has not expired, been canceled, or finalized .....\$10.00

**Unit Fee Schedule:** (Note: The following are in addition to the permit-issuing fee.)

- 1. **Furnaces**
  - For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW) .....\$10.00
  - For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance for over 100,000 Btu/h (29.3 kW) including vent.....\$12.00
  - For the relocation of each floor furnace, including vent, or the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater. ....\$10.00
- 2. **Appliance Vents**
  - For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit .....\$5.00
- 3. **Repairs or Additions**
  - For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code .....\$7.00
- 4. **Boilers, Compressors and Absorption Systems**
  - For the installation or relocation of each boiler .....\$12.00
- 5. **Air Handlers**
  - For each air-handling unit to and including 10,000 cubic feet per minute (cfm)(4720 L/s), including ducts attached thereto.....\$7.00
- 6. **Evaporative Coolers**
  - For each evaporative cooler other than portable type .....\$7.00
- 7. **Ventilation and Exhaust**
  - For each ventilation fan connected to a single duct.....\$5.00
  - For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit.....\$7.00
  - For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.....\$7.00

- 8. Incinerators  
For the installation or relocation of each domestic-type incinerator **.\$10.00**  
  
For the installation or relocation of each commercial  
or industrial-type incinerator.....**\$20.00**
  
- 9. Miscellaneous  
For each appliance or piece of equipment regulated by the  
Mechanical Code but not classed in other appliance categories,  
or for which no other fee is listed in the table .....**\$7.00**

**\*\*Note:** Mechanical inspections are included in the initial building permit fee for new construction.

COUNCIL RESOLUTION NO. 27, SERIES 2019, IS HEREBY APPROVED AND ADOPTED THIS 26<sup>TH</sup> DAY OF NOVEMBER 2019.



Karen W. Sheek, Mayor

ATTEST:



Linda L. Smith, City Clerk

## Building Valuation Data – AUGUST 2019

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2020. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2018 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.  
2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$175.70/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$175.70/sq. ft x 0.0075 = \$21,084



## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs <sup>a, b, c</sup>

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	246.61	238.50	232.82	223.18	209.86	203.80	216.12	191.69	184.50
A-1 Assembly, theaters, without stage	225.65	217.54	211.85	202.22	189.15	183.09	195.16	170.98	163.79
A-2 Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
A-2 Assembly, restaurants, bars, banquet halls	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A-3 Assembly, churches	226.69	218.58	212.89	203.26	191.60	185.54	196.20	173.43	166.24
A-3 Assembly, general, community halls, libraries, museums	190.63	182.52	175.84	167.20	153.09	148.07	160.14	134.97	128.78
A-4 Assembly, arenas	224.65	216.54	209.85	201.22	187.15	182.09	194.16	168.98	162.79
B Business	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
E Educational	207.77	200.59	194.83	186.43	173.71	164.91	180.01	151.89	147.25
F-1 Factory and Industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F-2 Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H-1 High Hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234 High Hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H-5 HPM	197.81	190.62	184.70	175.70	160.65	154.63	168.95	141.15	134.99
I-1 Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I-2 Institutional, hospitals	330.92	323.73	317.81	308.81	292.72	N.P.	302.06	273.22	N.P.
I-2 Institutional, nursing homes	229.68	222.49	216.58	207.57	193.53	N.P.	200.83	174.02	N.P.
I-3 Institutional, restrained	224.86	217.67	211.75	202.75	188.96	181.94	196.00	169.45	161.29
I-4 Institutional, play care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R-1 Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R-2 Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R-3 Residential, one- and two-family <sup>d</sup>	154.28	150.09	146.35	142.65	137.55	133.92	140.30	128.74	121.24
R-4 Residential, care/assisted living facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S-1 Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56
S-2 Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U Utility, miscellaneous	84.66	79.81	74.65	71.30	64.01	59.80	68.04	50.69	48.30

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$22.45 per sq. ft.