

CITY OF ASHEVILLE
REQUEST FOR PROPOSALS (RFP)
DEVELOPMENT SERVICES FEE STUDY

November 10, 2016

Proposals Due: Tuesday, November 29, 2016

I. SCOPE OF WORK

The Development Services Department is a department created in November 2012 that combined specific development-related functions of the Planning Department, Building Safety Department, and Stormwater Services. The Department provides assistance and regulation through review, inspection, and enforcement in building safety; planning and zoning; stormwater, grading, and driveway of commercial and residential properties within the City limits of Asheville.

The Department is comprised of 50 staff, five divisions, and a general fund budget of \$4.1 million in the current fiscal year. In 2015 development activity produced 3,198 building permits issued and \$436 million in construction value for new and renovated residential and commercial structures.

The City of Asheville is requesting proposals for the study of the Development Services Department's fee structure and schedule. The objective is to identify methodology, benchmarking data, best practices, and cost recovery and to possibly recommend a new Development Services fee structure and a policy for reviewing and implementing new fees in subsequent years.

The preferred proposal will come to understand the business and operations of the Development Services Department and its budget; recommend a revised fee structure; and provide training to staff.

The objectives of the proposed fee restructure of the Department's fee schedule are to:

1. Ensure that fees established by the City and charged to the customer are consistent, fair, and align with other jurisdictions of similar function and size.
2. Be easily readable, understandable, and calculated by staff and customers.
3. Ensure fees are dedicated exclusively to related services as outlined in North Carolina House Bill 255.
4. Aim to recover costs incurred by the City through the use of staff hours, resources, and other operational expenses.

The Development Services fee study is expected to allow the City to assess its development, stormwater, fire, and planning fees based on a sound and consistent practice that recovers costs, costs to the customers not to be prohibitive, and fee assessments to be projected easily and accurately.

The proposed solution must ensure objectives are met by the following criteria:

1. **Define Methodology:** Work with staff to define consistent cost methodology for all services provided by the Department.

2. **Review Operations:** Meet with Department staff of all divisions and conduct interviews as needed to gain understanding of business practices, processes, and operations.
3. **Recover Costs:** Identify an approach to achieving cost recovery of direct and indirect costs while utilizing and optimizing quality staffing and operational procedures and processes.
4. **Establish Fees:** Analyze the data and work with staff to establish fee categories across all divisions based on sound financial principles, departmental objectives, and stakeholder needs.
5. **Identify Benchmarks:** Research and address the fee schedules and policies of similar public sector and local government organizations.
6. **Define Best Practices:** Address strategies and best practices to keep fees from being cost-prohibitive to different types of stakeholders; reassess fees incrementally over time; and recover costs incurred by the Department.
7. **Assess Cost to Department:** Conduct and assess operations using staff time and requirements to appropriately allocate the cost.
8. **Review Financial History:** Review the Department's previous fee schedules and financial history.
9. **Determine Fund Type:** Provide analysis and a recommendation for determining the most appropriate type of budget fund the Department should be utilizing (General, enterprise, etc.).
10. **Involve Stakeholders:** Communicate with staff, customers, community, and other stakeholders both internal and external to ensure all issues from a variety of functions and professions are identified, reviewed, and addressed.
11. **Prepare & Present Initial Policy:** Report on other considerations found in the course of research and analysis; prepare a draft of an updated fee schedule and policy for incremental reevaluation of the fee schedule. Present the findings to staff, the City Manager's Office, stakeholder groups, and City Council. Collect comments, questions, and concerns posed during the presentations to reevaluate and include in the final version of the fee schedule and policy.
12. **Recommend Fee Policy:** Establish a policy that includes a process and timing to review and update the fee schedule.
13. **Prepare & Provide Final Product:** Provide the Department with an electronic copy of the final versions of the fee schedule and the fee policy to accommodate staff to edit and revise as needed.

14. **Training:** Provide initial on-site training to enable staff to understand and help assess fees as necessary. Provide a written report on the policy for how to update the fee schedule in the subsequent years.

The proposed solution must ensure objectives are met by the beginning of the budget cycle for FY 17 – 18 in November 2017.

II. FORMAT

One (1) Copy of the proposal, in a pdf format, should be emailed to the City contact listed in Section III: Questions and Submissions.

If a Firm is submitting confidential information as defined in section VII of this RFP, Firm should submit a separate copy of the proposal in a PDF format on a Compact Disc. This copy shall be redacted. Firms should briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the RFP number and Firm's name on the cover page and shall be clearly titled "Redacted Copy." The Redacted Copy shall be provided at the same time Firm submits the Proposal and must only exclude or obliterate those exact portions that are claimed confidential, proprietary, or trade secret.

Firm shall be responsible for defending its determination that the redacted portions of its documents, data or records are confidential, trade secret or otherwise not subject to disclosure. Further, Firm shall protect, defend, and indemnify the Owner for any and all claims arising from or relating to Firm's determination that the redacted portions of its proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure. If Firm fails to submit a Redacted Copy with its reply, the City may produce the entire documents, data or records submitted by Firm in answer to a public records request for these records.

III. QUESTIONS AND SUBMISSIONS OF RFP

Any questions concerning this RFP shall be directed via email to Abigail Riley at ariley@ashevillenc.gov by November 18, 2016 by 4:00 p.m (EDT). Responses to questions will addressed in the form of a written addendum and will be posted at this web address (<http://www.ashevillenc.gov/Departments/Purchasing/RequestsforBidsProposals.aspx>) by 12:00 p.m. (EST) on November 22, 2016. It is the sole responsibility of each Firm to ensure that they have accounted for all addenda provided by the City.

In the interests of the environment, only electronic submissions will be accepted. An acceptable electronic submission will consist of one PDF of the proposal which can be created in whatever authoring program desired.

Proposals must be delivered electronically to the City of Asheville (email to ariley@ashevillenc.gov) by 4:00 p.m. EDT on Tuesday, November 29, 2016. Responses not received by 4:00p.m. EDT on Tuesday, November 29, 2016 will not be considered. Proposals which do not comply with the instructions set forth herein will not be considered. In an effort to avoid errant delivery of proposals (e.g. spam filters), all Firms should send a test email to the email address above in advance of the proposal due date. Responses will be sent to confirm

that the test email has been received. Confirming delivery of the proposal is the sole responsibility of the originator of the proposal.

The City of Asheville, at its sole discretion, can reject any or all proposals submitted in response to this RFP. The City shall not be liable for any costs incurred in connection with the preparation and submittal of any proposal.

IV. EVALUATION AND SELECTION

The City will establish a committee that will review and evaluate each proposal on a standardized form. Responses will be evaluated on their completeness and ability to meet the City's requirements as state below. Selection will be with the best qualified Firm as determined solely by the review committee based on the best overall proposal that is in the best interest of the City.

The selection committee may elect to short list the Firms and conduct written or oral discussions as necessary to make a selection.

V. ANTICIPATED TIMELINE

Day/Date	Description
November 10, 2016	RFP is released
November 18, 2016 at 4 p.m.	Questions are due
November 22, 2016 at 12 p.m.	Addendum posted with answers to questions
November 29, 2016 at 5 p.m.	RFP responses are due
Week of December 5, 2016	Review of proposals
December 12, 2016	Notification of applicants selected for interview
January 3, 2017	Interviews
January 9, 2017	Consultant selection
February 2017	City Council Approval
March 2017	Contract Initiated
April 2017	Project initiation

VI. PROPOSAL REQUIREMENTS

To respond adequately to the RFP, please provide brief responses to the following items:

1. Methodology

- a. Provide a description of the proposed solution with the overall approach and plans to meet the requirement of the RFP. Demonstrate an understanding of the objective of the fee study, nature of work, and final product desired by the Department.
- b. Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work set forth in the RFP.
- c. Provide a detailed description of implementation including staff requirements and timeline.

2. Qualifications

- a. Provide Firm history and credentials including name, location, contact information, website, email, length of time in business, stability, history, size, etc.
- b. Provide a demonstration of your Firm's history and capability in providing the services needed to conduct the activities in this RFP and complete the scope of work to the satisfaction of the Department.
- c. Provide a detailed description of Firm staff that will be working on the fee study including functions to be performed. Include the reporting structure.
- d. Provide a description of the qualifications of each member of the team that will be involved in the fee study. Include projects performed that have a similar scope and can demonstrate the ability of each member to perform the requested services.
- e. Provide a list of your most recent clients, not to equal less than three, that received similar services. Information should include client name, project description, contact information, and timelines. The Department is most interested in North Carolina public sector and local government entities.

3. Cost

- a. Provide a Fixed Price for Services.
- b. Identify estimated travel and related expenses.
- c. Identify hourly rate, along with estimated time and materials.
- d. Include payment schedule.

VII. GENERAL PROVISIONS OF THE REQUEST FOR PROPOSAL

- Disclosure Requirement: The Firm shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe the circumstances for each. When a Firm is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of the City of Asheville after the award of a contract, the City of Asheville may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violating any law that may apply in the particular circumstances. Firms must also disclose if they have ever been debarred or suspended by any agency of the U.S. government or the North Carolina Department of Labor.
- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFP and to seek new submittals if it is in the best interest of the City to do so.

- Seek clarification or additional information from responding Firms as it deems necessary to the evaluation of the response.
- This Request does not obligate the City to enter into an agreement or pay any costs incurred by Firms in preparation and submission of a statement of qualifications.
- Upon receipt by the City, each proposal becomes the property of the City. In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the responding Firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the City will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law. Any Firm that designates its entire proposal as a trade secret may be disqualified from consideration. In submitting a proposal, each Firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. If the City determines that a document that the Responder has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the City will provide notice of that determination to the contact person designated by the Firm, in any reasonable manner that the City can provide such notice, at least five business days prior to its public disclosure of the document. If the Firm does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Firm does not initiate judicial proceedings to protect the confidentiality of the document, the City will not have any obligation to withhold the document from public disclosure.

By submitting to the City a document that the Firm designates as "confidential" or "trade secret", the Firm agrees that in the event a third party brings any action against the City or any of its officials or employees to obtain disclosure of the document the Firm will indemnify and hold harmless the City and each organization's affected officials and employees from all costs, including attorney's fees, incurred by or assessed against any defendant, of defending against such action. The Firm also agrees that at the City's request the Firm will intervene in any such action and assume all responsibility for defending against it, and that the Firm's failure to do so will relieve the City of all further obligations to protect the confidentiality of the document.

- Firms responding to this request are notified that City policy, adopted by City Council Resolution No. 93-139, prohibits the City from entering into contracts with persons or Firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.
- DRUG FREE WORK PLACE: The City is a drug-free workplace employer. By executing a contract, Firm certifies that they and their subcontractors shall comply with the City's Drug Free Workplace policy. This policy may be viewed at the following:
<http://www.ashevilenc.gov/Departments/Purchasing/DrugFreeWorkPolicy.aspx>

- **MINORITY BUSINESS PLAN:** The City of Asheville has adopted a Minority Business Plan to encourage participation by women and minority businesses in the award of contracts. FIRM is hereby notified that the contract will be subject to the provisions of that Plan. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

Information on city policies related to minority and women owned business enterprises is available here:

<http://www.ashevillenc.gov/Departments/EconomicDevelopment/MinorityBusinessProgram.aspx>

- **E-VERIFY EMPLOYER COMPLIANCE:** By executing a contract, the Firm and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes, certify they shall comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>
- **IRAN DIVESTMENT ACT CERTIFICATION:** By submitting a proposal, the Firm certifies that, as of the date of submission, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C. G. S. § 147-86.59, Firm shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
- **INSURANCE:** The successful firm (Firm) agrees to keep and maintain for the duration of this Agreement including but not limited to commercial general liability, auto liability, professional liability, workers' compensation, employer's liability with at least the minimum limits shown below. The Firm shall furnish the City with certificates of insurance for each type of insurance described herein, with the City listed as Certificate Holder and as an additional insured on the Firm's general liability policy and provide a waiver of subrogation on the Firm's general liability policy. In the event of bodily injury or property damage, or financial loss caused by the Firm's negligent acts or omissions in connection with Firm's services performed under this Agreement, the Firm's Liability insurance shall be primary with respect to any other insurance which may be available to the City, regardless of how the "Other Insurance" provisions may read. In the event of cancellation, substantial changes or nonrenewal, the Firm and Firm's insurance carrier shall give the City at least thirty (30) days prior written notice. No work shall be performed until the Firm has furnished to the City the above referenced certificates of insurance and associated endorsements, in a form suitable to the City.

Commercial General Liability:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000 combined single limit

Professional Liability:	\$1,000,000 per claim-made
Workers' Compensation:	Statutory
Employer's Liability:	\$100,000

Certificate of Insurance lists City of Asheville, PO Box 7148, Asheville, NC 28802, as Certificate Holder.

- **INDEMNIFICATION**: The successful firm (Firm) shall indemnify, defend and hold harmless the City and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by, or allegedly caused by, either in whole or in part, any act or omission of the Contractor or any employee, agent or assign of the Firm. This provision is not applicable to any claim arising out of or related to any active or primary negligence of or by City, its officers or employees. Nothing herein shall be construed as a waiver on the part of the City to any defense of any claim, including, but not limited to the defense of governmental immunity.



FEE SCHEDULE

JULY 1, 2015 – JUNE 30, 2016
 DEVELOPMENT SERVICES DEPARTMENT
 161 SOUTH CHARLOTTE STREET
 ASHEVILLE • NORTH CAROLINA • 28801

ALL FEES LISTED ARE SUBJECT TO THE 4% TECHNOLOGY FEE EXCEPT THOSE MARKED *

ZONING FEES

Zoning Site Plan Review Fees

Fees for development review of small permits and Level I projects. Amendment fees are applied when changes to a project occur after a permit has been issued.

Small Permit Review

Home Occupation	\$50
Occupancy Permits	\$25
< 500 square feet	\$25
Temporary Use Permits	
< 100 attending	\$25
100 – 1,000 attending	\$100
> 1,000 attending	\$350

Level I Site Plan Review

500 – 1,499 square feet	\$100
1,500 – 34,999 square feet	\$200
Change of Use to Higher Impact	\$200
Cellular Collocations	\$200

Resubmittals

Fees will be assessed after the third submittal for the same technical reasons identified in earlier submittals.

Level I	\$135
Level II	\$150
Level III	\$225

Amendments

500 – 1,499 square feet	\$45
> 1,500 – 34,999 square feet	\$75

Level II Site Plan Review

Residential 20 – 50 Units	\$450
Non-residential Uses in Residential Districts	\$450
Commercial 35,000 – 100,000	\$550
Industrial < 100,000 sqft or < 15 acres	\$550
Additions > 25% Existing Gross Area	\$550
Minor Amendment	\$100
Major Revision	½ Original Fee
Final TRC Review Fee	\$100
Resubmittal Fee (3 rd Attempt)	\$150
Flexible Development Standards	\$75

Level III Site Plan Review

Residential > 50 lots	\$550
Subdivision > 50 lots	\$550
Commercial > 100,000 sqft	\$1,250

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Commercial Mixed Use > 45,000 in the Central Business District	\$1,250
Minor Amendment	\$150
Major Revision	½ Original Fee
Final TRC Review Fee	\$100
Resubmittal Fee (3 rd Attempt)	\$225

Conditional Use Permits & Conditional Zoning

Conditional Zoning Application Fee	
1 Lot	\$350
2 – 4 Lots	\$450
< 1 Acre	\$350
1 – 3 Acres	\$450
4 – 9 Acres	\$750
10 – 25 Acres	\$1,550
25+ Acres	\$2,050
Telecommunication Towers	\$4,050
Adult Uses	\$650
Other Conditional Use Permits	\$500
Final Technical Review Committee Review Fee	\$100
Minor Amendment Fee	\$150
Major Revision	½ Original Fee

Residential Zoning Permits & Fees

Site plan review for residential zoning permits required by the Unified Development Ordinance.

Accessory Structures, Decks, and Additions	\$25
New Construction (per unit)	\$50

Driveway Permit Fees

Fees are assessed per cut.

Residential	\$100
Commercial	\$200

Signage Plan Review & Permit Fees

Review of sign permit applications, plans for issuance, site specific sign plan package by City Council for large scale development, or projects requesting signage outside the scope and review of zoning plan reviewers. A separate sign permit review fee is required for each sign covered under the sign package. Sign fees do not include electrical or building permit fees.

Sign Fees	\$2 per sqft (with \$50 minimum)
Sign Refacing/Replacement Panel (All Sizes)	\$50
Temporary Signs & Inflatable Balloons	\$25 (per unit)
A-Frame Signs	\$25 (annually)
Reinspection Fee	\$25 (annually)
Final Inspection (Attached, Freestanding, Refacing)	
1 – 75 sqft	\$50

Appendix 1

> 75 sqft	\$75
Sign Permit Amendments	\$50
Late Payment Fee	Twice the normal fee charged
Sign Packages	
1 – 5 signs	\$350
5 – 15 signs	\$550
> 15 signs	\$750

Subdivision & Recombination Review Fees

Filing fees for the review of subdivision plats (new lots are created) and recombination plats (a change to existing property lines and does not result in the creation of new lots).

Minor Subdivision	\$50 plus \$10 per lot
Major Subdivision	
1 – 50 Lots	\$750
> 50 Lots	\$1,250
Recombination Plat	\$50
Subdivision Modification	\$200
Amendments	
Limited Subdivision	\$150
Substantial Subdivision	½ Original Fee

Sidewalk Permits & Fees

A fee-in-lieu of construction. This fees is assessed per linear foot for all projects.

5' Wide Sidewalk (4" Thick Concrete)	\$40
5' Wide Sidewalk (Brick)	\$65
Retaining Wall	\$28
Railing	\$11.50
Curb and Gutter	\$17.30

Historic Resources Fees

Major Work	
Residential	\$75
Commercial	\$100
Amendment	\$25
Minor Work (Residential & Commercial)	\$25

Variance & Appeal Fees

Zoning Variance	\$200
Additional Zoning Variances	\$50
Sign Variance	\$400
Additional Sign Variances	\$50
Board of Adjustment Appeal	\$500

Appendix 1

UDO Compliance Fees

Projects to be reviewed that are a different size and scope and require researching the Unified Development Ordinance (UDO) and other historic files and records to confirm an applicant’s request is in compliance with the UDO design standards.

Level I	\$200
Level II	\$350
Level III	\$550

Appendix 1

Steep Slope & Ridgetop Fee

Review fee for residential and commercial development projects proposed on properties located within the City's steep slope and/or ridgetop designation pursuant to the standards outlined in the Unified Development Ordinance. This fee does not include the building or zoning permit fees.

Plan review	\$50
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Stormwater Permits & Fees

Stormwater permit is a Technical Review Committee Submittal. The resubmittal fee will be charged after the third resubmittal for the same plan review comments or for substantial amendments to the original submitted plans.

< 35,000 sqft or < 20 units	\$600*
Major Subdivision	\$680
Level II Project	\$680
Level III Project	\$880
Resubmittals and Amendments (Per Plan)	\$75

Grading Permits

Fees for grading permits are assessed on the amount of disturbed acreage.

Residential < 10,000 sqft	\$175
Commercial < 10,000 sqft	\$270
Up to One Acre	\$620
Additional Acres or Portions	\$620 (Each)
Publicly Funded Projects	50% of Fee

Flood Permits

Flood Permit Fee	\$75
Floodplains	\$200
Floodways	\$500

Appendix 1

Building Plan Review Fees

Plan review fees are based on construction cost of the project.

\$0 - \$5,000	\$75
\$5,001 - \$10,000	\$100
\$10,001 - \$15,000	\$125
\$15,001 - \$25,000	\$150
\$25,001 - \$50,000	\$175
\$50,001 - \$100,000	\$200
\$100,001 - \$1,000,000	0.2% of the total construction costs
\$1,000,001 - \$5,000,000	\$2,000 plus 0.1% of all costs above \$1 million
> \$5 million	\$6,000 plus 0.05% of all costs above \$5 million
Expedite Service Fee	\$100 (per hour per staff member with a \$200 minimum)

This service is based on staff availability.

Amendments to Plans (after permit is issued) \$75 (per hour per trade and additional commercial fee)

Resubmittals

Fees will be assessed after the third submittal for the same technical reasons identified in earlier submittals.

Level I	\$135
Level II	\$150
Level III	\$225

Fees for phased design/build projects with complete plans will be assessed for the phase submitted plus ten percent of the fee for the estimated total project cost.

Commercial Permits & Fees

Permits and fees are assessed and calculated per trade and per building for new commercial projects, renovations, and additions. Fees are based on projects cost per applicable trade. Construction cost will be assessed on total contract cost including but not limited to labor, materials, supervision, overhead, profit, architectural/engineering plans, and specifications) or the most current International Code Council's (ICC) "Building Valuation Data," whichever is greater.

\$0 - \$5,000	\$75
\$5,001 - \$10,000	\$100
\$10,001 - \$15,000	\$150
\$15,001 - \$25,000	\$325
\$25,001 - \$50,000	\$800
\$50,001 - \$75,000	\$1,000
\$75,001 - \$100,000	\$1,500
\$100,001 - \$150,000	\$1,800
\$150,001 - \$200,000	\$2,400
\$200,001 - \$275,000	\$3,100
\$275,000 - \$350,000	\$3,400
\$350,001 - \$425,000	\$4,000
\$425,001 - \$500,000	\$4,500
\$500,001 - \$625,000	\$5,400
\$625,001 - \$750,000	\$6,500
\$750,001 - \$875,000	\$7,500
\$875,001 - \$1,000,000	\$10,000

Appendix 1

> \$1 million	0.15% in \$500,000 increments
Equipment	0.075% of equipment cost
<i>Equipment cost is not calculated in building cost. All equipment that is permanently attached to the building or a component of the building's operating systems such as ventilation, heating, cooling, plumbing, fire suppression, exhaust, refrigeration, fixed appliances, etc. are subject to full permit fees based on their cost of work.</i>	
Demolition	
Interior	\$75
Building	\$150
Tents (In the Same Location)	
1 – 10 (Per Trade)	\$75
> 11 (Per Trade)	\$125
Events Amendment	\$75
Multi-Family (Apartments & Condominiums)	\$350 per Residential Unit AND Shell Cost
Multi-Family Fire Department Fee	10% of Building Permit Fees AND Shell Cost
Fire Fee	\$75 plus 10% of all other trade fees when those fees exceed \$100

Single Family Permits & Fees

Building permits for new construction, additions, renovations, and remodels for single family structures. The fee is for each unit in the structure.

New construction	
< 1,500 sqft	\$475
> 1,500 sqft	\$475 plus \$0.30 per sqft over 1,500
Renovation/Remodel	\$325
Reroof	\$75
Amendments to Plan After Permit Is Issued	\$75
Decks & Site-built Storage Buildings	
< 500 sqft	\$75
> 500 sqft	\$150 plus \$0.30 per sqft over 500
Carports & Garages (Attached & Detached)	\$150 plus \$0.30 per sqft over 500
Manufactured Home (HUD approved)	
<i>Includes required trade permits and inspections</i>	
Single-wide & Multi-sectional Units	\$150
Relocated/Used	\$200
Heat Pump or A/C Installation	\$75
Mobile Home Sales Offices	Assessed as a Commercial Permit Fee
Home Owner Recovery Fund (Per Building Permit)	\$10*
Demolition Permit	\$75
Retaining Walls (attached or adjacent to building)	\$75

Appendix 1

Modular Building (NC Seal)

Includes dwellings moved onto site. Additional work, such as attached decks, garages, porches, etc. completed by the contractor is included in the fees; however, this work must be shown on the submitted plans and included in the scope of work on the permit. Additional permits may be required if the contractor is constructing the additional work without being on the submitted plans.

One Story	\$200
Greater Than One Story	\$300

Appendix 1

Miscellaneous Permits, Fees, & Charges for Service

ABC Permit		\$75
Minimum Permit Fee (If Not Listed)		\$75
Residential Change-out (With the Same Contractor)		\$75
Temporary Saw Service (Pole)		\$75
Expiring Permit Renewal		\$75
Contractor Change		\$75
<i>This fee is accrued after the start of inspections.</i>		
Housing Authority Permits		Based on Construction Cost
Annual Maintenance Permit	\$100 (plus ½ of the estimated commercial permit fee)	
Temporary Certificate of Occupancy (TCO)		
<i>Trades: Zoning, Building, Mechanical, Electrical, Plumbing, Stormwater/Grading/Erosion Control/Flood, Water, Fire</i>		
Application Fee		\$200
Departmental Review for Partial Site Compliance		\$75 per trade
Failed Reinspection Fee		\$75 per trade
Temporary Certificate of Utilities (TCU)		\$200
TCO and TCU Renewal (When Prior to Expiration)		\$100
Foster Home Inspections		\$25
Alternative Compliance Application		
Level I		\$100
Level II		\$200
Flexible Development Standards		\$75

Pre-Application Meeting

The Process Manager will determine which function staff needs to be present at the meeting, and the fee will be assessed based per discipline represented at the meeting: Planning, Building, Stormwater/Grading/Erosion Control/Flood, Fire, and Transportation). This fee maybe waived or reduced by the Director of the Development Services Department.

Application Fee	\$40 per discipline per hour
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Address Assignment Fees

Fees for address creation and changes due to projects and development.

Address Creation		
New Building		\$25
New Major Subdivision		\$250 plus \$5 per address
Address Change		
1 – 5		\$100
6 – 15		\$200
16 – 25		\$350
26 – 50		\$500
> 50		\$750

Appendix 1

Pushcarts, Outdoor Dining, & Outdoor Merchandise

Permits for pushcarts, outdoor dining, and outdoor merchandise in the Central Business District and Biltmore Village.

Application Fees	
Pushcarts	\$150
Relocation Fee for Pushcarts	\$75
Encroachment Fees	\$200
Outdoor Dining & Merchandise	
< 30 sqft	\$175
31 – 50 sqft	\$350
51 – 100 sqft	\$500
101 – 200 sqft	\$700
201 – 500 sqft	\$1,250
> 500 sqft	\$2,000
Renewal Fees	
Pushcarts	\$100
Outdoor Dining & Merchandise	
< 30 sqft	\$50
31 – 50 sqft	\$200
51 – 100 sqft	\$300
101 – 200 sqft	\$400
201 – 500 sqft	\$600
> 500 sqft	\$800

Research Application Fees

Research and written documentation for requests to determine “legal” non-conforming land uses, structures, and lots. This service requires thorough research of historical records including: permit history, property deeds and plats, zoning maps, utility records, city license records, and evaluation of any other legal documents provided by the applicant. Fee is established per application.

Verification of an Existing Lot of Structure	\$100
Verification of Existing Land Use	\$200

Exam Fees

Electrical Homeowners Exam	\$75
Electrical Journeyman Exam	\$50
Special Scheduled Exam	\$100
Renewals (3 years)	\$30

Western North Carolina Air Quality Agency Fees

The City collects a permit fee on behalf of WNC Air Quality. The City will retain an administrative fee on a monthly basis.

Residential	\$25*
Commercial	\$50*
Administrative Fee	3%*

Appendix 1

Inspections

All plan review fees include the first inspection.

Afterhours Inspections	\$100 (per hour per staff member with a \$200 minimum)
Reinspections	
There is one free inspection per trade. Fees will be applied to second and subsequent inspections.	
Level I	\$100
Level II	\$150
Level III	\$200
School Inspections (First Visit)	\$100
School Inspections (Subsequent Visits)	\$75
Multiple Events (Within Six Months)	\$50
<i>The fee will be applied for each inspection after the initial event and all conditions remain the same when all events are included in original application.</i>	
Failure to Post Permit	\$75
Failure to Have Approved Plans on Site	\$135
Re-stamp of Additional or Lost Approved Plans	\$75

Working Without A Permit

Working without a permit is defined as proceeding beyond the approved plans. Fees are applied per trade.

First Offense	
Contractor	\$100
Homeowner (If Paid Within Five Working Days)	\$50
Second Offense	\$200
Third & Subsequent Offenses	\$300
<i>A letter will be sent to the appropriate licensing board.</i>	
All zoning permit and Historic Resources fees are doubled if work is initiated prior to obtaining a permit	

Zoning Compliance Letters

< 500 sqft	\$50
500 < 1500 sqft	\$100
> 1,500 sqft	\$200
Residential 20 – 50 units	\$200
Residential > 50 units	\$450
Commercial 35,000 – 100,000 sqft	\$550
Commercial > 100,000 sqft	\$550
Industrial > 100,000 sqft	\$550
Industrial > 15 acres	\$1,250

Zoning Enforcement

For fees and charges pertaining to zoning enforcement, refer to the appropriate sections in the Unified Development Ordinance.

Appendix 1

Rebates, Refunds, Discounts, & Waivers

Rebates are offered and issued when regular fees are paid in full, the project has been completed, a CO has been issued, and with certification or rating submitted.

Discount: Farmers' Markets	75% Discount
Rebate: Green Built North Carolina: Healthy	\$100
Rebate: Built Home Certification Energy Star Rating: > 69	\$100
Rebate: Geo Thermal Installation	\$50
Rebate: Solar Panel Installation	\$50
Rebate: Wind Generator Installation	\$50
Rebate: Stormwater/Greywater Collection Device Installation	\$50

Refunds

There is a \$75 minimum permit fee that is not refunded.

Permits processed with no inspections or plan review	90% of permit fees minus \$75
Plans reviewed with no inspections	75% of permit fees minus \$75
Six months or more after permit issued or plans reviewed	No Refund

Returned Checks

All services stop until account is current. Subsequent delinquency results in cash for services.

Technology Fee	4%
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This fee is assessed on most all fees and charges for service. THIS FEE IS NON-REFUNDABLE.

Waiver: Property Owned, Operated, and Occupied by the City of Asheville	No Permit Fees
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All work conducted on property owned, operated, and occupied buildings must obtain the appropriate permits for work requiring a building permit as required by General Statutes. This would require permits for all work but no permit fees to be paid. This would include work conducted by contractors on behalf of the City such as up-fits at the Civic Center, roof replacements, etc.

Waiver: Affordable Housing Fee	50% Rebate
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The 50% rebate applies to engineering, MSD, water, and zoning fees. Affordable Housing Fee Waivers can be issued when the project meets one of the requirements below. Homes developed for personal use and occupancy are not eligible for rebates.

1. *New Residential Homes for Sale (single family homes or condominiums)*: Must meet the State of North Carolina Building Code. Manufactured housing is only eligible if attached to a permanent foundation and titled as real property. A copy of the settlement statement and appraisal must be provided with application. Maximum Sale Price Restrictions per number of bedrooms:

- 0: \$115,000 (Studio or efficiency)
- 1: \$125,000
- 2: \$145,000
- 3: \$160,000
- 4: \$170,000

2. *New Residential Rental (single family homes or multi-family development)*: Units developed as rentals must be assisted by a local, state, or federal program requiring it to remain affordable for tenants below 80 percent of the median income for a minimum of ten years.

3. *Rehabilitation*: Multi-family housing that is rehabilitated may be eligible if the project has three or more units that can be verified as meeting 80 percent of the Area Median Income requirements. Only plan review fees are rebated for these projects

Appendix 2
 City of Asheville Fire Department
 Adopted Professional Services User Fees for FY 14-15

A. FEES FOR STATE MANDATED PERIODIC FIRE INSPECTIONS *(see footnotes 1-13)*
ORDINARY RISK OCCUPANCIES – inspected and fees charged every 36 months

Ordinary Risk Occupancies: Uses that have an average probability of a fire or other emergency occurring due to type and/or quantity of materials stored, used, or handled on site, or because of processes typically performed in business operations. Additionally, these occupancies would have an average risk of injury or death to the occupants in a fire or other emergency.

	First Inspection Fee	Reinspection Fee if all Violations Cleared	Reinspection fee if violations NOT Cleared	Second Reinspection Fee if all Cleared	Second Reinspection Fee if NOT Cleared
<u>1. Small Assembly - Group A</u>					
a. Capacity 50-99	\$75.00	\$0.00	\$150.00	\$0.00	\$300.00
<u>2.1 Business – Group B</u>					
<u>2.2 Mercantile – Group M</u>					
<u>2.3 Storage – Group S</u> <i>(see footnote 12)</i>					
<u>2.4 Utility – Group U</u> <i>(see footnote 12)</i>					
a. Less than 501 sq. ft.	\$25.00	\$0.00	\$50.00	\$0.00	\$100.00
b. 501 to 2,500 sq. ft.	\$75.00	\$0.00	\$150.00	\$0.00	\$300.00
c. 2,501 to 10,000 sq. ft.	\$125.00	\$0.00	\$250.00	\$0.00	\$500.00
d. 10,001 to 20,000 sq. ft.	\$175.00	\$0.00	\$350.00	\$0.00	\$700.00
e. 20,001 to 40,000 sq. ft.	\$225.00	\$0.00	\$450.00	\$0.00	\$900.00
f. 40,001 to 80,000 sq. ft.	\$275.00	\$0.00	\$550.00	\$0.00	\$1,100.00
g. 80,001 to 120,000 sq. ft.	\$325.00	\$0.00	\$650.00	\$0.00	\$1,300.00
h. 120,001 to 150,000 sq. ft.	\$375.00	\$0.00	\$750.00	\$0.00	\$1,500.00
i. 150,001 to 200,000 sq. ft.	\$425.00	\$0.00	\$850.00	\$0.00	\$1,700.00
j. 200,001 sq. ft. plus	\$500.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00

Appendix 2
City of Asheville Fire Department
Adopted Professional Services User Fees for FY 14-15

B. FEES FOR STATE MANDATED PERIODIC FIRE INSPECTIONS *(see footnotes 1-13)*
MODERATE RISK OCCUPANCIES – inspected and fees charged every 24 months

Moderate Risk Occupancies: Uses that have an average probability of a fire or other emergency occurring, but due to the type and/or quantity of materials stored, used, or handled on site, or because of processes typically performed in their operations, a fire may be more intense or the emergency more severe. Additionally, these occupancies would have a higher than average risk of injury or death to the occupants in a fire or other emergency due to occupants’ age and/or presence of higher fire risk processes.

	First Inspection Fee	Reinspection Fee if all Violations Cleared	Reinspection fee if violations NOT Cleared	Second Reinspection Fee if all Cleared	Second Reinspection Fee if NOT Cleared
<u>1.1 Educational Group E – Private Schools</u>					
<u>1.2 Factory – Industrial – Group F</u>					
a. Less than 501 sq. ft.	\$25.00	\$0.00	\$50.00	\$0.00	\$100.00
b. 501 to 2,500 sq. ft.	\$75.00	\$0.00	\$150.00	\$0.00	\$300.00
c. 2,501 to 10,000 sq. ft.	\$125.00	\$0.00	\$250.00	\$0.00	\$500.00
d. 10,001 to 20,000 sq. ft.	\$175.00	\$0.00	\$350.00	\$0.00	\$700.00
e. 20,001 to 40,000 sq. ft.	\$225.00	\$0.00	\$450.00	\$0.00	\$900.00
f. 40,001 to 80,000 sq. ft.	\$275.00	\$0.00	\$550.00	\$0.00	\$1,100.00
g. 80,001 to 120,000 sq. ft.	\$325.00	\$0.00	\$650.00	\$0.00	\$1,300.00
h. 120,001 to 150,000 sq.ft.	\$375.00	\$0.00	\$750.00	\$0.00	\$1,500.00
i. 150,001 to 200,000 sq.ft.	\$425.00	\$0.00	\$850.00	\$0.00	\$1,700.00
j. 200,001 sq. ft. plus	\$500.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00
<u>2.1. Educational Group E – Public Schools</u> <i>(See footnote 9 for Public Schools)</i>					
a. Each school site	\$250.00	\$0.00	\$500.00	\$0.00	\$1,000.00

Appendix 2
City of Asheville Fire Department
Adopted Professional Services User Fees for FY 14-15

C. FEES FOR STATE MANDATED PERIODIC FIRE INSPECTIONS *(see footnotes 1-13)*
HIGH RISK OCCUPANCIES – inspected and fees charged every 12 months

High Risk Occupancies: Uses that have a higher than average probability of a fire or other emergency occurring due to type and/or quantity of materials stored, used, or handled on site, or because of processes typically performed in business operations. Additionally, these occupancies would include those that have a higher than average risk for injury or death to occupants due to age, physical or mental abilities, occupant load, or size and complexity of structure.

	First Inspection Fee	Reinspection Fee if all Violations Cleared	Reinspection Fee if violations NOT Cleared	Second Reinspection Fee if all Cleared	Second Reinspection Fee if NOT Cleared
<u>1. Large Assembly - Group A</u> <i>(see footnote 11)</i>					
a. Capacity 100-200	\$125.00	\$0.00	\$250.00	\$0.00	\$500.00
b. Capacity 201-300	\$175.00	\$0.00	\$350.00	\$0.00	\$700.00
c. Capacity 301-400	\$225.00	\$0.00	\$450.00	\$0.00	\$900.00
d. Capacity 401-500	\$275.00	\$0.00	\$550.00	\$0.00	\$1,100.00
e. Capacity 501-600	\$325.00	\$0.00	\$650.00	\$0.00	\$1,300.00
f. Capacity 601-plus	\$375.00	\$0.00	\$750.00	\$0.00	\$1,500.00
<u>2.1 Educational Group E - Day Care</u>					
<u>2.2 Institutional Group I, R-4, and R-3 Group Homes</u>					
a. Licensed for 0-25	\$75.00	\$0.00	\$150.00	\$0.00	\$300.00
b. Licensed for 26 – 50	\$125.00	\$0.00	\$250.00	\$0.00	\$500.00
c. Licensed for 51-100	\$175.00	\$0.00	\$350.00	\$0.00	\$700.00
d. Licensed for 101-150	\$225.00	\$0.00	\$450.00	\$0.00	\$900.00
e. Licensed for 151-175	\$275.00	\$0.00	\$550.00	\$0.00	\$1,100.00
f. Licensed 176 plus	\$500.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00
g. Hospitals – Per Building	\$500.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00

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City of Asheville Fire Department
Adopted Professional Services User Fees for FY 14-15

3. Hazardous - Group H

a. Less than 501 sq. ft.	\$25.00	\$0.00	\$50.00	\$0.00	\$100.00
b. 501 to 2,500 sq. ft.	\$75.00	\$0.00	\$150.00	\$0.00	\$300.00
c. 2,501 to 10,000 sq. ft.	\$125.00	\$0.00	\$250.00	\$0.00	\$500.00
d. 10,001 to 20,000 sq. ft.	\$175.00	\$0.00	\$350.00	\$0.00	\$700.00
e. 20,001 to 40,000 sq. ft.	\$225.00	\$0.00	\$450.00	\$0.00	\$900.00
f. 40,001 to 80,000 sq. ft.	\$275.00	\$0.00	\$550.00	\$0.00	\$1,100.00
g. 80,001 to 120,000 sq. ft.	\$325.00	\$0.00	\$650.00	\$0.00	\$1,300.00
h. 120,001 to 150,000 sq. ft.	\$375.00	\$0.00	\$750.00	\$0.00	\$1,500.00
i. 150,001 to 200,000 sq. ft.	\$425.00	\$0.00	\$850.00	\$0.00	\$1,700.00
j. 200,001 sq. ft. plus	\$500.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00

4. Residential *(see footnotes 5 and 13)*

Group R-1 Number of Sleeping Rooms

a. 1-30	\$75.00	\$0.00	\$150.00	\$0.00	\$300.00
b. 31-50	\$125.00	\$0.00	\$250.00	\$0.00	\$500.00
c. 51-75	\$175.00	\$0.00	\$350.00	\$0.00	\$700.00
d. 76-99	\$225.00	\$0.00	\$450.00	\$0.00	\$900.00
e. 100-125	\$275.00	\$0.00	\$550.00	\$0.00	\$1,100.00
f. 126-175	\$325.00	\$0.00	\$650.00	\$0.00	\$1,300.00
g. 176-199	\$375.00	\$0.00	\$750.00	\$0.00	\$1,500.00
h. 200-250	\$425.00	\$0.00	\$850.00	\$0.00	\$1,700.00
i. 251 plus	\$500.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00

R-2 Buildings *(inspection of common use areas only)*

j. 1 to 5	\$75.00	\$0.00	\$150.00	\$0.00	\$300.00
k. 6 to 10	\$125.00	\$0.00	\$250.00	\$0.00	\$500.00
l. 11 to 20	\$175.00	\$0.00	\$350.00	\$0.00	\$700.00
m. 21 to 30	\$225.00	\$0.00	\$450.00	\$0.00	\$900.00
n. 31 to 40	\$275.00	\$0.00	\$550.00	\$0.00	\$1,100.00
o. 41 plus	\$325.00	\$0.00	\$650.00	\$0.00	\$1,300.00

5. High-Rise *(inspection of common use/service areas only)*

a. <u>Common Areas</u>	\$250.00	\$0.00	\$500.00	\$0.00	\$1,000.00
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Appendix 2
City of Asheville Fire Department
Adopted Professional Services User Fees for FY 14-15

D. FEES FOR NEW CONSTRUCTION INSPECTION SERVICES

Fees for new construction services provided by the Fire Department are identified within the Development Services Department's fee schedule as an integral component of City's development review and inspections services.

E. FEES FOR ADOPTED STATE FIRE CODE PERMITS

Code Section/Title			Permit Fees
1.	105.6.4	Carnivals and fairs	\$100.00/event
2.	105.6.9	Covered mall buildings	\$500.00/year
3.	105.6.14	Explosives (Does not include standby apparatus or personnel) (see footnote 16)	\$50.00/48 hours <u>or</u> \$100.00/30 days
4.	105.6.14	Use of Outdoor Fireworks (Does not include standby apparatus or personnel) (see footnote 16)	\$100.00/event <u>or</u> \$500.00/event After 5 th permit issued in fiscal year
4.	105.6.16	Flammable liquids (Items 6-11)	\$50.00
5.	105.6.19	Fumigation and thermal insecticidal fogging	\$100.00
6.	105.6.26	Liquid- or gas-fueled vehicles or equipment in assembly buildings	\$50.00

Appendix 2
City of Asheville Fire Department
Adopted Professional Services User Fees for FY 14-15

7.	105.6.30-32	Open burning and open flame use	\$50.00
8.	105.6.36	Pyrotechnics Special Effects (Does not include standby apparatus or personnel) <i>(see footnote 16)</i>	\$50.00
9.	105.6.43	Fireworks Tent	\$300.00/30 days
10.	105.6.43	Assembly Tent	Follow Assembly Inspection Fee Schedule in Section A or C
11.	105.6.43	All Other Tents Requiring a Permit	\$50.00/30 days
12.	105.6.XX	Any other operational permits not listed above and required by the Fire Code	\$50.00

F. DEDICATED SERVICES OF FIRE AND RESCUE PERSONNEL *(see footnote 14)*

Appropriate personnel and apparatus necessary for a requested or required service will be determined by the Fire Chief. A written agreement of the supplemental service will be in place prior to AFD providing any services, or may be used by the judicial system as necessary.

<u>Rank/Band Required for Duty</u>	<u>Hourly rate or portion of any hour (two hour minimum charge)</u>
1. Firefighter	\$30.00
2. Senior Firefighter	\$35.00
3. Engineer	\$40.00
4. Specialist	\$45.00
5. Company Officer	\$50.00
6. Chief Officer	\$55.00

Appendix 2
City of Asheville Fire Department
Adopted Professional Services User Fees for FY 14-15

G. DEDICATED STANDBY OF EMERGENCY APPARATUS *(see footnote 14)*

<u>Apparatus Required for Duty</u>	<u>Hourly rate or portion of any hour (two hour minimum charge)</u>
1. Support vehicle, trailer	\$ 25.00
2. Light duty quick response vehicle, boat	\$ 50.00
3. Fire Engine	\$200.00
4. Rescue Truck or Quint	\$250.00
5. Ladder Truck	\$300.00

Appendix 2
City of Asheville Fire Department
Adopted Professional Services User Fees for FY 14-15

Footnotes:

1. For Multi-occupancy buildings, other than residential or institutional, fees are per occupancy.
2. For single buildings where there are more than four occupancies, all occupants agree to a continuing inspection date, and a single invoice is paid through the building owner(s) or agent, a 33.3% discount on the first inspection fee is available. NO discounts are available on reinspections due to non-compliance.
3. For multiple buildings owned by the same owner(s) the fees are per building as defined by the NC State Building Code.
4. Subsequent reinspections beyond the second reinspection with violations not cleared will result in doubled fees with each necessary reinspection of continuing violations, with no fee cap.
5. High-rise buildings shall be assessed a fee for the common use areas per section C5.
6. Inspections will match the State mandated minimum inspection frequency. The Fire Chief can authorize a specific occupancy classification to be inspected more frequently, but not less frequently.
7. At the time of the periodic inspection for the occupancy or premise operation, if an operational permit is required, that permit fee is included with the periodic inspection fee for that permit type.
8. Occupancies that are current with fire inspection fees as outlined above are not charged staff time for staff fire safety training. Occupancies that are not current or not covered by the above fee schedule will be charged according to the hourly rate fee schedule for staff fire safety training.
9. Asheville City public schools are inspected every six months, as required by state statute; however, these fees are billed on an annual basis. All Buncombe County owned school buildings are inspected by Buncombe County Government.
10. Premises, complexes, and/or uses that are not covered by the above fee schedule will be charged according to the hourly rate fee schedule for the specialist rank.
11. Large assembly occupancies used primarily for worship and that are not used for exhibition or display purposes are inspected on a 36 month schedule regardless of occupant load, in accordance with the North Carolina State Fire Code.
12. Parking garages, greenhouses, sheds, stables, tanks, and towers will be charged according to the hourly rate fee schedule for the specialist rank.
13. Accessory buildings, such as clubhouses, maintenance sheds, etc, are inspected independently based on their occupancy type.
14. Charges for standby personnel and/or equipment shall be charged per section F and G. Permits that are fee exempt or pay a reduced are also exempt or pay a reduced fee for these services.