



ALBANY CITY COUNCIL AGENDA

Monday, May 20, 2024
4:00 p.m.

Council Chambers, City Hall
333 Broadalbin Street SW

Watch on YouTube: <https://www.youtube.com/user/cityofalbany>

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

1. Call to order and roll call
2. Business from the public
3. Crime Prevention Through Environmental Design (CPTED) – Kris Schendel [Verbal]
Information
4. Adjustments to System Development Charges and Public Works fees – Rob Emmons [Pages 3-5]
Direction
5. Adjustments to Encroachment Permit fees – Staci Belcastro [Pages 6-8]
Direction
6. Discussion regarding Planning Division fee adjustments – David Martineau [Page 9]
Discussion
7. Discussion on proposed Building and Electrical program fee updates – Johnathan Balkema
Discussion [Pages 10-25]
8. Discussion on amending Albany Municipal Code 7.98, Albany Development Code 9.203 – Jay Sharpe
Discussion [Pages 26-33]
9. Business from the council
10. City manager report
11. Adjournment




This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: cityclerk@albanyoregon.gov.

Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City website.



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager 
Chris Bailey, Public Works Director 
Kim Lyddane, Parks and Recreation Director 

FROM: Robert Emmons, P.E., Assistant City Engineer 

DATE: May 7, 2024, for the May 20, 2024, City Council Work Session

SUBJECT: Adjustments to System Development Charges and Public Works Fees

Action Requested:

Staff recommends City Council move forward with the proposed inflationary increase and the fifth phase-in step for water and wastewater SDCs as listed below.

Discussion:

System Development Charges (SDCs), connection charges, and Post Construction Stormwater Quality (PCSWQ) fees have historically been adjusted annually for inflation, effective the first day of July. Albany uses the industry standard Engineering News Record (ENR) Seattle Construction Cost Index (CCI) to adjust fees for inflation. Last year the inflationary increase was 3.71 percent. This year, the ENR Seattle CCI has increased **3.07 percent**, which is in line with historical averages. Staff recommends increasing the fees 3.07 percent to keep pace with inflation.

System Development Charges

This year Public Works is including the Parks and Recreation (Parks) SDC in the list of SDCs to adjust for inflation. Historically, Parks SDCs have not been adjusted for inflation. However, during the adoption of the recent Parks SDC methodology and resolution establishing the new fees, it was recommended that they be adjusted annually for inflation in the same manner as the Public Works SDCs. Hence, moving forward, Parks SDCs will be included with Public Works SDCs for the annual inflationary adjustments.

At the time inflationary adjustments are considered, council typically also considers any additional adjustments necessary to meet council direction and goals. For example, council previously (March of 2019) decided to phase in the recommended new Water and Wastewater SDC charges. The new charges represented a significant increase; therefore, council recommended phasing in the Water and Wastewater SDCs in five equal steps. The first four phase-in steps have been implemented beginning in July 2019. This year is the fifth and final phase-in step. Whether or not to pursue the fifth phase-in step for Water and Wastewater SDCs is a decision council needs to make.

The table below provides the proposed SDC adjustments to a typical residential single dwelling unit for council’s consideration.

SDC Inflationary and Fifth Phase-In Adjustment Summary
For a Residential Single Dwelling Unit

System Development Charges (SDC)	Current	Inflationary Adjusted ¹	Inflationary and Fifth Phase-in Step
Water SDC (SDU ²)	\$4,394 (\$1.85/SF)	\$4,513 (\$1.90/SF)	\$4,750 (\$2.00/SF)
Wastewater SDC (SDU ²) Tier 3	\$5,541	\$5,711	\$6,019
Transportation SDC (SDU ²) Tier 3	\$4,852	\$5,001	\$5,001
Storm Drainage SDC ³	\$330 (\$0.1032/SF Imp.)	\$340 (\$0.1063/SF Imp.)	\$340
Parks SDC ³	\$5,105	\$5,262	\$5,262
Totals =	\$20,222	\$20,827	\$21,372

¹ Inflationary increase is 3.07 percent.

² SDU = Single Dwelling Unit

³ SDC based on 2,250 SF home with 3,200 SF of impervious surface.

The table below provides a comparison of Albany’s SDC fees to other surrounding communities. This comparison provides a “measuring stick” for how much SDCs contribute to the cost of a typical home and how that compares between communities.

SDC Community Comparison

City	Total SDC ^{1&3}	Median Home Value ² (MHC)	Percentage SDC to MHC
Philomath	\$30,542	\$494,350	6.18%
Corvallis	\$23,900	\$541,450	4.41%
Salem	\$22,003	\$427,500	5.15%
Millersburg	\$21,530	\$574,900	3.74%
Albany³ – Inflation & Phased Adjustment	\$21,372	\$490,072	4.36%
Albany³ – Inflation Adjusted Only	\$20,827	\$490,072	4.25%
Albany³ – Current Fees	\$20,222	\$490,072	4.13%
Lebanon	\$19,158	\$386,000	4.96%
Sweet Home	\$15,000	\$352,500	4.26%

¹ SDC fees current for FY ‘24 per local municipality website.

² March 2024 median home values as listed at <https://www.zillow.com/city-or/home-values/>.

³ Includes all SDC including Parks; Based on a 2,250 SF Home.

Connection and Post Construction Stormwater Quality Fees

Adjustments to connection fees and PCSWQ fees are also considered annually for inflation. The table below provides potential adjustments for council’s consideration.

Potential Connection Fees and PCSWQ Inflationary Adjustments¹

Connection Fees/PCSWQ Fee	Current Fees	Inflationary Adjusted Fees ²
Water: Single Family Residential		
With Water Service	\$76 (\$75.68) /ft of frontage	\$78 (\$78.00) /ft of frontage
Without Water Service	\$57 (\$57.40) /ft of frontage	\$59 (\$59.17) /ft of frontage
Water: All other zones		
With Water Service	\$97 (\$96.55) /ft of frontage	\$100 (\$99.51) /ft of frontage
Without Water Service	\$86 (\$86.11) /ft of frontage	\$89 (\$88.76) /ft of frontage
Wastewater		
Property without Service Lateral	\$82 (\$82.20) /ft of frontage	\$85 (\$84.72) /ft of frontage
Property with Service Lateral	\$99 (\$99.16) /ft of frontage	\$102 (\$102.21) /ft of frontage
Transportation/Street	\$192 (\$191.80) /ft of frontage	\$198 (\$197.69) /ft of frontage
Storm Drainage	\$106 (\$105.68) /ft of frontage	\$109 (\$108.93) /ft of frontage
PCSWQ: Off-Site	\$67 (\$66.59) /sf	\$69 (\$68.63) /sf
PCSWQ: Transfer of Landscape Responsibility to City – First 1000 sf	\$22 (\$22.20) /ft	\$23 (\$22.88) /ft
PCSWQ: Transfer of Landscape Responsibility to City – Additional sf	\$15 (\$14.79) /ft	\$15 (\$15.25) /ft

¹The numbers in parentheses are the calculated number. The bold numbers are the actual fees charged.

² Inflation increase of 3.07 percent.

Council Direction

Staff is seeking council direction on whether to pursue inflationary adjustments for the identified fees and charges and whether to pursue the fifth phase-in step for water and wastewater SDCs. Staff’s recommendation is that these fees and charges be adjusted in accordance with inflation and the phase-in plan, consistent with the Albany Municipal Code and adopted methodologies. The adjustments will be considered through a public hearing at the June 12, 2024, city council meeting.

Budget Impact:

Implementing the identified adjustments would increase revenues in each of the respective funds proportionate to the level of development experienced.

RE:kc



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager

Chris Bailey, Public Works Director *CB*

FROM: Staci Belcastro, P.E., City Engineer *SB*

Aaron Hiemstra, P.E., Engineering Manager *AH*

DATE: May 7, 2024, for the May 20, 2024, City Council Work Session

SUBJECT: Adjustments to Encroachment Permit Fees

[Relates to Strategic Plan theme](#) | [Relates to: Effective Government](#)

Action Requested:

Staff recommends the City Council move forward with the adjustment of fees for encroachment permits.

Discussion:

Public Works issues encroachment permits under Title 10, 12, and 14 of the Albany Municipal Code (AMC). Encroachment permit fees have not been adjusted since the mid-1990s. Staff recently completed an audit and community comparison of fees collected for encroachment permits, which revealed that the cost of staff time to review, issue, and administer encroachment permits is far more than what is recovered through permit fees. In 2023 there were 377 encroachment permits issued, and there are currently 598 open encroachment permits where work is ongoing or that requires final inspection. Revenue received from encroachment permits issued in 2023 was \$8,280. Staff time spent on encroachment permits in 2023 was 1,254 hours, which equates to an estimated staff cost of \$137,940.

The gap in funding is absorbed by the Engineering Services budget that is supported by transfers from transportation, sewer, stormwater, and water funds similar to other non-project and non-revenue generating work activities in the Engineering work group. The intent of the proposed fee adjustments is not to fully recover staff costs, which would overburden customers and development, but to move closer to no net budget impact. The proposed fee adjustments also recognize that staff time required to issue, inspect, and close out an encroachment permit varies depending on the encroachment permit type.

Encroachment permits issued for work in the right-of-way (ROW) or temporary use of the ROW include sidewalk and driveway replacement or taps on public storm or sewer pipe. Staff processes permit applications, completes plan review, and conducts multiple inspections depending on the location and complexity of the work. Encroachment permits issued for the construction of sidewalk and driveway in the ROW are often associated with new construction. Encroachment permits issued for the temporary use of the ROW happen less frequently and are typically for locating a dumpster or shipping container for a set period of time. The current cost to obtain an encroachment permit for the above-described work is \$30.

Encroachment permits are also issued to franchise utilities performing work in the ROW. Franchise Utilities have franchise agreements with the City to occupy city ROW and include Pacific Power, Northwest Natural Gas, and Xfinity, for example. Staff process includes the intake of franchise encroachment permits, completion of plan review, review of traffic control plans, and conducting a close-out inspection. Currently, franchise encroachment permits are issued at no charge, even though franchise agreements outlined in the AMC allow for fees to be charged.

Public Works staff are also responsible for the review and preparation of license to occupy public ROW encroachment permits. Staff prepare the agreement and present them to council for approval. If approved, the agreement is recorded with either Linn or Benton counties, and the recording fees are split between the City Manager’s Office and Public Works. Current recording fees are \$105 for the first page and \$5 for each additional page. A typical recording fee for a license to occupy public ROW is \$120. License to occupy ROW permits are currently issued at no cost.

The table below summarizes the current fees Albany charges per encroachment permit type compared with fees charged by other Oregon cities.

Current Encroachment Permit Fee City Comparisons								
* City may bill licensed utilities on a regular basis for permits								
** City may review and permit separately								
Permit Type	Albany	Corvallis	Eugene	Salem	Lebanon	Gresham	Springfield	Keizer
Sidewalk	\$30	\$10-\$25	\$277	\$101	\$135	\$118	\$113	\$76
New Residential DW	\$30	\$75	\$200	\$101	\$135-165	\$118	\$113	\$96
New Commercial DW	\$30	\$150	\$277	\$101	\$135-165	\$118	\$113	\$96
Repair Residential DW	\$30	\$75	\$243	\$101	\$135-165	\$118	\$113	\$96
Repair Commercial DW	\$30	\$150	\$243	\$101	\$135-165	\$118	\$113	\$96
Sewer Tap in street	\$30	\$200-\$250	\$641	\$353	\$210	\$403	\$0	1%
Sewer Tap in backlot	\$30	\$200-\$250	\$214	\$186	\$210	\$97	\$0	1%
Storm in street	\$30	\$200-\$250	\$641	\$375	\$210	\$356	\$0	2.50%
Storm Tap backlot	\$30	\$200-\$250	\$214	\$375	\$210	\$50	\$0	2.50%
Franchise Utility Review	\$0	\$0	\$641	\$107-\$548	\$0	*	*	**\$96
License to Occupy	\$0	\$100	\$698	\$408-\$1281	\$50	\$0	\$1,280	\$0
Stormwater Facility	\$0	\$0	\$310	\$1,562	\$0	\$0	Actual Cost	\$0
Re-Inspection Fee	\$60	\$75	\$0	\$107	\$0	\$0	\$129	\$0
Temp. Use of ROW	\$30	\$0	\$74	\$134	\$50	\$0	\$369	\$0

Staff is recommending council consider a phased approach to increase encroachment permit fees based on encroachment permit type. The proposed encroachment permit fee schedule is set up in three phases, with each phase building closer to 100 percent cost recovery. The proposed fees for encroachment permit type vary depending on required staff time. The phased approach to increase fees by encroachment permit type is summarized in the table on the next page.

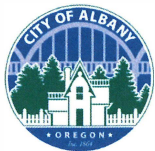
Phased Approach to Adjust Encroachment Permit Fee by Type			
Permit Work Type	Phase 1	Phase 2	Phase 3
Temp ROW (shipping containers, dumpsters, sidewalk closures, etc.)	\$30	\$40	\$50
License to Occupy	\$150	\$200	\$300
Sidewalk/Driveway/Outfall	\$50	\$100	\$125
Public Main Connection (soft surface work)	\$100	\$150	\$200
Public Main Connection (street cut)	\$150	\$200	\$350
Reinspection Fee	\$60	\$75	\$100
Franchise Utility Permit Fee	\$50 Aerial \$100 UG or UG and aerial Additional review fee after 2 resubmittals	\$50 Aerial \$150 UG or UG and aerial Additional review fee after 2 resubmittals	\$100 Aerial \$200 UG or UG and aerial Additional review fee after 2 resubmittals

Staff is seeking council direction on whether to pursue adjustments to encroachment permit fees. Staff's recommendation is that encroachment fees be adjusted as outlined in this memo and with council's approval will bring the fee adjustments to be considered through a public hearing at the June 14, 2023, council meeting.

Budget Impact:

Revenue received as a result of the proposed fee adjustments will help recover staff costs. Otherwise, the gap in funding is absorbed by the Engineering Services budget that is supported by transfers from transportation, sewer, stormwater, and water funds similar to other non-project and non-revenue generating work activities in the Engineering work group.

AH:SB:kc



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 5/15*

FROM: Matthew Ruettggers, Community Development Director *MR*
David Martineau, Current Planning Manager *DM*

DATE: May 10, 2024, for the May 20, 2024, City Council Work Session

SUBJECT: Discussion Regarding Planning Division Fee Adjustments
Relates to Strategic Plan theme: Effective Government

Action Requested:

Staff recommends that city council hold a public hearing on June 12, 2024, to receive public input and consider adopting a resolution increasing Planning Division fees.

Discussion:

It has been city council's practice to provide for annual inflationary adjustments to Planning Division fees based on the year-to-year increase in the April U.S. Bureau of Labor and Statistics Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). The CPI-W figures for April will not be released until May 15, 2024. Once the figures are released, we will prepare a handout for the May 20, 2024, work session.

Budget Impact:

Depending on the number and type of applications, increasing Planning Division fees will increase General Fund revenues.

DM:km



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *5/15*
Matthew Ruettgers, Community Development Director *MR*

FROM: Johnathan Balkema, Building Official Manager *JB*

DATE: May 10, 2024, for the May 20, 2024, City Council Work Session

SUBJECT: Discussion on Proposed Building and Electrical Program Fee Updates

Relates to Strategic Plan theme | Relates to: Effective Government

Action Requested:

Staff requests that city council hold a public meeting on June 12, 2024, to receive public input and to consider the attached proposed building and electrical program fee changes illustrated in Attachment A. Final proposed Building Program Fees are provided in Attachment B.

Discussion:

The City of Albany's Building Division operates the building permit and inspection program within the jurisdictional boundaries of the City of Albany under a delegation of authority from the state of Oregon's Department of Consumer & Business Services' Building Code's Division (BCD). As part of our delegation of authority, periodically we need to revisit and revise the fees charged for building, plumbing, electrical, and mechanical fees charged to wholly cover the costs of operating the program. This program utilizes a dedicated fund, with required operating reserves, to fund the program. Outside of limited funding provided by the Planning Division for shared counter staff, the Building Division receives no general fund monies for the operation of the delegated program. The most recent fee adjustment occurred on July 1, 2023, for the building program and the electrical program.

Staff have reviewed the operational and funding needs of the program and have highlighted the discussion points:

- **Operating Reserve-** The Building Division generally receives funding from a project twice within the permitting stage. The first is during the plan review stage to cover the initial intake and plan review services. The second occurs at the issuance of a permit to cover the required inspections for the project. A project's duration can vary greatly but can take multiple years to complete for commercial projects. While an operating reserve may sound like a savings account, the reality is those monies are earmarked to guarantee we can provide the services the customer paid for up to three years prior. Based on BCD guidance, a jurisdiction should target 18-months of reserve to weather an economic downturn. Without this and potential future adjustments, it is plausible that the building inspection and electrical program reserves could fall to a 12-month reserve by the end of FY 2027. This is based on reduced revenue this fiscal year, known personal costs of the ratified union contract, and costs of raising costs of materials and supplies, based in the current 3.5 percent CPI-W.
- **Personnel Costs-** Providing permitting and inspection services for the program requires individuals certified in their specialty and when possible are cross trained and certified in additional areas to reduce the number of staff required on a specific project. While easier on residential homes, apartments and commercial structures generally require three different inspectors, reducing our potential to reduce costs. Because of the unique and specialized certification requirements, Building Division programs are inherently personnel cost heavy. With the ratified union contract, we have a better projection of potential staff costs over the next five years. We anticipate that staff costs will increase approximately 10 percent between FY 23/24 and FY 26/27.

- **Project Pipeline-** We continue to see less projects than anticipated partially due to continued material costs, limited supply of materials, and interest rates. All these factors have led to projects not materializing, decreasing in scale, or delaying implementation. When smaller or fewer projects occur, revenue falls below projections requiring the division to utilize the operating reserves previously discussed.

Findings

Utilizing the aforementioned factors, operational needs, and revenue projections, staff are proposing changes to the adopted fees as highlighted below and fully detailed in Attachments A & B:

- **Building Fee Increases-** Based on our review of personnel costs, the current base and hourly fees continue to not fully recapture staff costs. As previously discussed, those base staff costs are around \$95.00. To lessen the impact on customers, we are proposing an increase in those hourly and base fees from \$85.00 to \$89.00 in this proposal. This proposed base and hourly fee increase and the other proposed within the remaining fees, target a 5 percent +/- increase across the board. This increase is not intended to add additional reserves, but rather reduce the impacts of inflationary pressures facing the program.
- **Electrical Fee Increases-** Like with the bulging fee increases discussed above, the proposed fee increase would see the base and hourly fees move to \$89.00 and a target of 5 percent +/- across the remaining fees.

It is important to note there are a few administrative fees that we elected not to apply the increase to, as we felt they were adequately adjusted in July of 2023.

Budget Impact:

The proposed fee changes will assist in maintaining an operational reserve in line with BCD guidance.

JB:km

Attachments: (2)

CITY OF ALBANY BUILDING PERMIT FEES*

1. BUILDING PERMITS:

- One- & two-dwelling structures are residential structures and their accessory structures, which are regulated by the **Oregon Residential Specialty Code (ORSC)**.
- Multi-dwelling structures include all residential structures not regulated by the ORSC and that are regulated by the **Oregon Structural Specialty Code (OSSC)**.
- Commercial includes all other structures regulated by the **Oregon Structural Specialty Code (OSSC)**.

One- and Two-dwelling, Multi-dwelling, and Commercial Building Permits

Total Valuation ¹	
\$0 to \$25,000	\$ 895 10.05 for the first \$2,000 plus \$ 9.90 10.05 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$ 305320 320.00 for the first \$25,000 plus \$ 7.408 13 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$ 490515 515.00 for the first \$50,000 plus \$ 5.706 13 for each additional \$1,000 or fraction
\$100,001 and up	\$ 775815 815.00 for the first \$100,000 plus \$4. 25 45 for each additional \$1,000 or fraction

¹ Valuation is based on the methodology specified in OAR 918-050-0100. See the ICC Valuation Table on Page 2.

Building Permit Plan Review¹

Building plan review fee ¹	50% of building permit fee (\$ 85 89 minimum)
FLS review fee ²	50% of the building permit fee(\$ 85 89 minimum)
One & Two-Dwelling Master Plan Review Discount ⁶	50% discount on subsequent building plan review fee
Deferred submittal ³ (per deferred item)	\$250.00
Phased project application fee ^{3,4}	\$250.00
Phased project review fee ^{3,4,5}	10% of building permit fee (\$1,500 max)
Additional plan review for plan review responses ⁷	\$ 8589 89.00 /hour (2 hour min.)
Additional plan review for revisions to approved plans	\$ 8589 89.00 /hour (1 hour min.)
Alternate materials and methods review fee ³	\$ 8589 89.00 /hour (2 hour min.)
Third-party plan review fee ³	\$125.00/hour (2 hour min.)
Additional consultation/research/administrative services ³	\$ 8589 89.00 /hour (2 hour min.)

¹Plan review is required on all building permits unless waived by the Building Official (AMC 18.06.030)

²FLS review fee is required on all projects specified under ORS 479.155(2)

³This fee is in addition to applicable plan review and permit fees.

⁴Phased projects are subject to the approval of the Building Official.

⁵Phased project review fee is applied to each phase of the project.

⁶ The initial Master Plan Review must be requested at the time of application for the initial plan review

⁷ Fee applies to projects exceeding two plan review letters, unless waived by the Building Official

* The fees list under the Building Division section are only the fees adopted pursuant to the applicable Oregon Administrative Rule. Additional fees from other departments may be required for your project. Please see the adopted fees for the appropriate department.

ICC CONSTRUCTION VALUATION ¹

Valuation is the actual cost to build. ²

However, valuation shall be no less than those contained in this table.

Square Foot Construction Costs ^{a, b, c, d}									
Group (International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	330.56	318.80	309.39	297.20	277.71	269.67	287.04	258.79	248.89
A-1 Assembly, theaters, without stage	303.49	291.73	282.32	270.13	250.88	242.84	259.97	231.96	222.06
A-2 Assembly, nightclubs	272.51	264.43	256.91	248.19	232.76	226.12	239.28	211.57	204.72
A-2 Assembly, restaurants, bars, banquet halls	271.51	263.43	254.91	247.19	230.76	225.12	238.28	209.57	203.72
A-3 Assembly, churches	308.01	296.25	286.84	274.65	255.52	247.48	264.49	236.60	226.71
A-3 Assembly, general, community halls, libraries, museums	258.66	246.90	236.50	225.30	205.06	198.01	215.15	186.13	177.24
A-4 Assembly, arenas	302.49	290.73	280.32	269.13	248.88	241.84	258.97	229.96	221.06
B Business	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
Carport, covered porch, patio, or deck	57.05	53.69	49.95	47.80	42.57	39.77	45.50	33.70	32.10
E Educational	276.33	266.73	258.30	247.60	231.08	219.28	239.09	202.46	195.97
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H-2 High hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H-3 High hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
I-1 Institutional, supervised	232.48	225.55	214.31	203.60	185.42	177.47	193.82	159.78	150.78
I-2 Institutional, nursing homes	315.97	303.75	293.73	282.34	261.43	N.P.	272.44	236.40	N.P.
I-3 Institutional, restrained	338.01	327.73	317.71	306.32	285.40	276.05	296.41	260.38	248.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	203.29	195.21	186.69	178.98	163.28	157.64	170.06	142.09	136.24
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

This valuation table is not adopted as part of this ordinance. This table is updated as required in OAR 918-50-0100 (1)(c) on April 1 of each year.

- a. Private garages use utility, miscellaneous
- b. Unfinished basements (Group R-3) = \$31.50 per sq. ft.
- c. For shell only buildings deduct 20 percent
- d. N.P. = not permitted

Example:
 4,000 sq. ft. Office Building (Business, Type IIB)
 4,000 x \$233.85 = \$935,400

¹ Valuation is determined by the Building Official
² One- and two-family new construction and additions shall be based on the ICC Table (OAR 918-050-0100 (1)(c))

2. ELECTRICAL PERMITS:

RESIDENTIAL PER UNIT: (Square footage includes attached garages and/or storage spaces)

1000 sq. ft. or less	\$1580.00
Each additional 500 sq. ft. or portion.....	\$ 3537.00
Limited energy	\$ 8589.00

In a multifamily structure, OAR 918-309-0030 (5)(b) requires the electrical permit fee to be calculated by taking the square footage of the largest unit in the building and computing the fee. A fee of one-half of the first unit fee is applied to all additional units in the building regardless of size. In a multifamily structure, OAR 918-309-0030 (3)(b) requires one limited energy permit per building.

Residential remodels, additions, alterations or repairs shall use the lower of the square footage of the area being remodeled/added or the calculated branch circuit fee.

SERVICES OR FEEDERS: (Installation, Alterations or Relocation – no circuits included)

200 amps or less.....	\$ 9089.00
201 to 400 amps.....	\$ 405110.00
401 to 600 amps.....	\$180189.00
601 to 1000 amps.....	\$235246.00
1000+ amps or volts.....	\$475.00
Reconnect only	\$ 8589.00
Manufactured home/modular service/feeder.....	\$ 8589.00

TEMPORARY SERVICES OR FEEDERS: (Installation, Alterations, or Relocation)

200 amps or less.....	\$ 8589.00
201 to 400 amps.....	\$ 405110.00
401 to 600 amps.....	\$180189.00
601 to 1000 amps.....	\$235246.00
1000+ amps or volts.....	\$475.00

BRANCH CIRCUITS: (New, alteration, or extension per panel)

Branch circuits with purchase of service or feeder fee (each)	\$ 6,506.80
Branch circuit without purchase of service or feeder fee	\$ 8589.00
Each additional	\$ 6,506.80

MISCELLANEOUS: (Service or feeder NOT included)

Renewable electrical energy systems.....	\$ 8589.00
Pump or irrigation circle	\$ 8589.00
Sign or outline lighting	\$ 8589.00
Signal circuits or limited energy panel, alteration/extensions	\$ 8589.00
Master Label Permit Annual set-up fee	\$150.00
Each Master Label inspection.....	\$8589.00/hour (1 hour min.)
Minor Label with corrections.....	\$8589.00/hour (1 hour min.)

ADDITIONAL INSPECTION FEES OVER THE ALLOWABLE IN ANY OF THE ABOVE:

Per inspection or re-inspection when added to an existing permit.....	\$ 8589.00
Miscellaneous hourly fee for inspections.....	\$8589.00/hour (1 hour min.)

PLAN REVIEW FEE:

Plus 12% state surcharge

50% of electrical permit, if required

3. FIRE ALARM PERMITS: *(Electrical permit required, see Section 2)*

Fire alarm control panel \$ 8589.00

SIGNAL INITIATING AND NOTIFICATION DEVICES:

Initiating and notification devices: detectors, pull stations, horns, strobes, annunciators water flow, tamper switches

1-10 \$ 8589.00

11-20 \$ 130136.00

Each additional 30 (or fraction thereof) \$ 4547.00

PLAN REVIEW FEE 50% of fire alarm permit, \$50.00 minimum

4. FIRE SPRINKLER PERMITS:

One- & Two-Family Fire Suppression Systems (NFPA 13D)¹

Square Footage	Fee ²
0 to 2,000 sq. ft.	\$ <u>225235.00</u>
2,001 to 3,600 sq. ft.	\$ <u>250260.00</u>
3,601 to 7,200 sq. ft.	\$ <u>275285.00</u>
7,201 sq. ft. +	\$ <u>300315.00</u>

¹Separate plumbing permit required for integrated systems and/or the double detector check valve

²Includes plan review

Commercial & Multifamily Fire Suppression Systems (NFPA 13R & NFPA 13)

Add/replace valves, attachments, or devices..... \$ 8589.00 Min

Fire pump installation or replacement \$175184.00 each

Hood suppression systems (per hood) \$130137.00 each

Fire Service Line (including each vault, PIV, and fire line)..... \$200210.00 each

New, lower/raise, and relocate fire sprinkler heads

1 to 25 \$ 8589.00

26 to 50..... \$ 425131.00

51 to 100..... \$ 465173.00

101 to 200..... \$ 240220.00

201 to 300..... \$ 255268.00

301 to 400..... \$ 300315.00

401 to 500..... \$345362.00

Each 100 heads or fraction thereof over 500..... \$ 4547.00

Each riser (Included hydrostatic and flush test) \$ 450158.00

Storage tank (in addition to separate building permit) \$ 240220.00

Standpipe or other testing \$8589.00 per staff/hour (2-Hour min.)

PLAN REVIEW FEE:

50% of fire sprinkler permit (\$50.00 minimum).

Revisions, including field review inspection of as-builts \$8589.00/hour (\$50.00min)

Additional inspections/plan review as required by Building Official \$8589.00/hour

5. MANUFACTURED HOME PERMITS:

Manufactured home setup \$ 385405.00

plus 12% state surcharge..... \$ 462048.60

State fee \$ 30.00

Manufactured home setup fee includes the electrical feeder, plumbing connections, and all cross-over connections.

Accessory structures, utility connections beyond 30 lineal feet and/or new or additional electrical services or plumbing require additional permits.

6. MECHANICAL PERMITS:

**1 & 2 Family Dwelling / Manufactured Dwellings:
New, Additions, Alterations, Repairs, & Accessory Structures**

Minimum permit fee.....	\$8589.00
Gas System (New or Alterations)	\$ 30.00 32.00 each
Appliances (Furnace, Heat Pumps, Air conditioner and Fireplaces)	\$30.00 32.00 each
Exhaust Fans and Range Hoods.....	\$15.00 16.00 each
HVAC Ductwork System	\$30.00 32.00 each
Miscellaneous systems (ex: radon systems, LP systems,).....	\$30.00 32.00 each

Commercial & Multi-dwelling: New, Alterations, Additions, Repairs, & Accessory Structures

The valuation used to determine the commercial mechanical permit fee shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

Total Valuation	Fee
\$0 to \$25,000	\$8589.00 for the first \$2,000 plus \$11.40 28 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$330 347 .00 for the first \$25,000 plus \$8.25 9.17 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$540 567 .00 for the first \$50,000 plus \$6.45 92 for each additional \$1,000 or fraction
\$100,001 and up	\$863 906 .00 for the first \$100,000 plus \$4.80 5.04 for each additional \$1,000 or fraction

Mechanical plan review –50% of the permit fee

7. MISCELLANEOUS PERMITS/FEES:

- o Moving a building \$250.00
- o Demolition (plumbing permit may be required) \$ 125.00
- o Change of occupancy \$200.00
- o **plus** research fee as needed \$8589.00/hour
- o Inspections for which no fee is specifically indicated \$8589.00/hour (1 hour min.)
- o Compliance inspections \$8589.00/hour (1 hour min.)
- o Re-inspections \$8589.00/hour (1 hour min.)
- o Work without a Permit Actual cost of investigation (~~225-236~~ minimum)
- o Temporary Certificate of Occupancy: (Each 30 days)
 - o Application Processing Fee \$200.00
 - o Commercial (Per tenant suite) \$300.00
 - o Residential Structures (Per dwelling unit) \$ 100.00
- o Expedited Services: (*Applies to projects not requiring review from other departments*)
 - o Plan review^{1,2} \$125.00 hour/ (2 hour min.)
 - o After hours inspections² \$125.00 hour/ (2 hour min.)
 - o Minor on-site plan review^{1,2} \$8589.00 hour/ (2 hour min.)
- o ¹Request shall be made at time of permit application
- o ²Fees are in addition to regular permit and review fees
- o Refund Administrative Charge..... \$50.00
- o Expired permit reinstatement50% of current permit fee

Plus 12% state surcharge

8. PARKING LOT PERMITS: (Standalone or part of the structural permit)

Parking Lot

Accessible Spaces	Fee
1 - 3 Spaces	\$ 8589 .00
4 – 6 Spaces	\$ 125130 .00
7 + Spaces	\$ 175185 .00

Parking lot plan review 50% of permit fee

Additional consultation and/or inspections as needed \$~~8589~~.00/hour (1 hour min.)

9. PLUMBING PERMITS:

New 1 & 2 Dwelling Structures

Fee includes the first 100 feet of water and sewer service, hose bibbs, icemakers, backflow device, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.

One bathroom ¹ & kitchen.....	\$ 350368 .00
Two bathrooms ¹ & kitchen.....	\$ 425446 .00
Three bathrooms ¹ & kitchen.....	\$ 500525 .00
Each additional bath ¹ /kitchen.....	\$ 7579 .00

¹A half-bath is equivalent to a single bathroom

**Commercial, Multi-dwelling, Manufactured Dwellings, 1 & 2 Dwelling Structures
New¹, Additions, Alterations, Repairs, & Accessory Structures**

¹Excludes 1 & 2 Dwelling Structures, see fee schedule above.

Minimum permit fee	\$ 8589 .00
Each plumbing fixture or items (per fixture or item).....	\$ 2422 .00

Includes: Absorption valve, clothes washer, dishwasher, drinking fountain, ejectors/sump, expansion tank, floor drain/sink/tub, garbage disposal, hose bibb, icemaker, trap primer, sewer cap, sink/basin/lavatory, tub/shower/shower pan, urinal, water closet, water heater, tankless water heater, backflow preventer, backwater valve, other fixtures or items not named above.

Other Plumbing Fees:

Potable Water Distribution or Sanitary Waste System Repipe (Each System) \$ ~~8589~~.00

Sewer:

First 100 feet \$~~8589~~.00

For each additional 100 feet or portion \$ ~~4547~~.00

Water service:

First 100 feet \$~~8589~~.00

For each additional 100 feet or portion \$ ~~4547~~.00

Storm and rain drain:

First 100 feet \$~~8589~~.00

For each additional 100 feet or portion \$ ~~4547~~.00

Manufactured home space (if not covered by siting fee) \$~~8589~~.00

Plumbing plan review – When required or requested 50% of the permit fee

Plus 12% state surcharge

Minor Label with Corrections... \$8589.00/hour (1 hour min.)

Medical Gas Installation

Fees based on valuation of installation costs and system equipment, including but not limited to, inlets, outlets, fixtures, and appliances (rounded up to the nearest dollar).

Total Valuation	Fee
\$0 to \$5,000	\$8589.00
\$5,001 to \$10,000	\$8589.00 plus \$1,501.68 for each additional \$100 or fraction thereof over \$5,000
\$10,001 to \$100,000	\$165173.00 plus \$1,851.93 for each additional \$1,000 or fraction thereof over \$10,000
\$100,001 and more	\$330347.00 plus \$1,001.05 for each additional \$1,000 or fraction thereof over 100,000

Minimum permit fee \$85.00

Plumbing plan review¹ 50 % of the permit fee

¹Plan review is required on all Medical Gas installations

10. Reroof Permit:

Commercial and multifamily (where no structural work occurs) \$225236.00

Plan review fee 50% of Permit Fee

11. SIGN PERMITS:

Freestanding, projecting, and monument signs (per sign) \$ 4042.00

All other signs (per sign) \$ 4042.00

Minimum \$8589.00

Plan Review 50% of Permit Fee (\$50.00 Min)

Temporary signs include a base fee of \$50.00 plus \$10.00 per sign

12. SOLAR SYSTEM PERMITS:

PRESCRIPTIVE PATH SYSTEMS: \$250263.00

Qualifying roof installations on conventional light-frame construction. Includes plan review

Additional inspections \$8589.00/hour (1 hour min.)

ENGINEERED SYSTEMS Fair Market Value of work performed (\$250263.00 Min)

Indicate value of structural elements for the solar panels, including racking, mounting elements, rails, and the cost of labor to install. See Building Permit fees.

CITY OF ALBANY BUILDING PERMIT FEES*

1. BUILDING PERMITS:

- One- & two-dwelling structures are residential structures and their accessory structures, which are regulated by the **Oregon Residential Specialty Code (ORSC)**.
- Multi-dwelling structures include all residential structures not regulated by the ORSC and that are regulated by the **Oregon Structural Specialty Code (OSSC)**.
- Commercial includes all other structures regulated by the **Oregon Structural Specialty Code (OSSC)**.

One- and Two-dwelling, Multi-dwelling, and Commercial Building Permits

Total Valuation ¹	
\$0 to \$25,000	\$89.00 for the first \$2,000 plus \$10.05 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$320.00 for the first \$25,000 plus \$8.13 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$515.00 for the first \$50,000 plus \$6.13 for each additional \$1,000 or fraction
\$100,001 and up	\$815.00 for the first \$100,000 plus \$4.45 for each additional \$1,000 or fraction

¹ Valuation is based on the methodology specified in OAR 918-050-0100. See the ICC Valuation Table on Page 2.

Building Permit Plan Review¹

Building plan review fee ¹	50% of building permit fee (\$89 minimum)
FLS review fee ²	50% of the building permit fee(\$89 minimum)
One & Two-Dwelling Master Plan Review Discount ⁶	50% discount on subsequent building plan review fee
Deferred submittal ³ (per deferred item)	\$250.00
Phased project application fee ^{3,4}	\$250.00
Phased project review fee ^{3,4,5}	10% of building permit fee (\$1,500 max)
Additional plan review for plan review responses ⁷	\$89.00/hour (2 hour min.)
Additional plan review for revisions to approved plans	\$89.00/hour (1 hour min.)
Alternate materials and methods review fee ³	\$89.00/hour (2 hour min.)
Third-party plan review fee ³	\$125.00/hour (2 hour min.)
Additional consultation/research/administrative services ³	\$89.00/hour (2 hour min.)

¹Plan review is required on all building permits unless waived by the Building Official (AMC 18.06.030)

²FLS review fee is required on all projects specified under ORS 479.155(2)

³This fee is in addition to applicable plan review and permit fees.

⁴Phased projects are subject to the approval of the Building Official.

⁵Phased project review fee is applied to each phase of the project.

⁶ The initial Master Plan Review must be requested at the time of application for the initial plan review

⁷ Fee applies to projects exceeding two plan review letters, unless waived by the Building Official

* The fees list under the Building Division section are only the fees adopted pursuant to the applicable Oregon Administrative Rule. Additional fees from other departments may be required for your project. Please see the adopted fees for the appropriate department.

ICC CONSTRUCTION VALUATION ¹

Valuation is the actual cost to build. ²

However, valuation shall be no less than those contained in this table.

Square Foot Construction Costs ^{a, b, c, d}									
Group (International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	330.56	318.80	309.39	297.20	277.71	269.67	287.04	258.79	248.89
A-1 Assembly, theaters, without stage	303.49	291.73	282.32	270.13	250.88	242.84	259.97	231.96	222.06
A-2 Assembly, nightclubs	272.51	264.43	256.91	248.19	232.76	226.12	239.28	211.57	204.72
A-2 Assembly, restaurants, bars, banquet halls	271.51	263.43	254.91	247.19	230.76	225.12	238.28	209.57	203.72
A-3 Assembly, churches	308.01	296.25	286.84	274.65	255.52	247.48	264.49	236.60	226.71
A-3 Assembly, gymnasiums, community halls, libraries, museums	258.66	246.90	236.50	225.30	205.06	198.01	115.15	186.13	177.24
A-4 Assembly, arenas	307.66	297.73	288.11	276.33	249.88	241.14	248.01	222.91	211.06
B Business	289.91	279.23	269.21	257.81	236.42	227.07	247.91	210.39	200.78
Carport, covered porch, patio, or deck	57.05	53.69	49.95	47.80	42.57	39.77	45.50	33.70	32.10
E Educational	276.33	266.73	258.30	247.60	231.08	219.28	239.09	202.46	195.97
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234 High hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	455.16	444.88	434.86	423.47	399.17	N.P.	413.57	374.14	N.P.
I-2 Institutional, nursing homes	315.97	303.75	293.73	282.34	261.43	N.P.	272.44	236.40	N.P.
I-3 Institutional, restrained	338.01	327.73	317.71	306.32	285.40	276.05	296.41	260.38	248.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	203.29	195.21	186.69	178.98	163.28	157.64	170.06	142.09	136.24
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

This valuation table is not adopted as part of this ordinance. This table is updated as required in OAR 918-50-0100 (1)(c) on April 1 of each year.

- a. Private garages use utility, miscellaneous
- b. Unfinished basements (Group R-3) = \$31.50 per sq. ft.
- c. For shell only buildings deduct 20 percent
- d. N.P. = not permitted

Example:
 4,000 sq. ft. Office Building (Business, Type IIB)
 4,000 x \$233.85= \$935,400

¹ Valuation is determined by the Building Official
² One- and two-family new construction and additions shall be based on the ICC Table (OAR 918-050-0100 (1)(c))

2. ELECTRICAL PERMITS:

RESIDENTIAL PER UNIT: (Square footage includes attached garages and/or storage spaces)

1000 sq. ft. or less	\$158.00
Each additional 500 sq. ft. or portion.....	\$ 37.00
Limited energy	\$ 89.00

In a multifamily structure, OAR 918-309-0030 (5)(b) requires the electrical permit fee to be calculated by taking the square footage of the largest unit in the building and computing the fee. A fee of one-half of the first unit fee is applied to all additional units in the building regardless of size. In a multifamily structure, OAR 918-309-0030 (3)(b) requires one limited energy permit per building.

Residential remodels, additions, alterations or repairs shall use the lower of the square footage of the area being remodeled/added or the calculated branch circuit fee.

SERVICES OR FEEDERS: (Installation, Alterations or Relocation – no circuits included)

200 amps or less.....	\$ 89.00
201 to 400 amps.....	\$ 110.00
401 to 600 amps.....	\$189.00
601 to 1000 amps.....	\$246.00
1000+ amps or volts.....	\$475.00
Reconnect only	\$ 89.00
Manufactured home/modular service/feeder	\$ 89.00

TEMPORARY SERVICES OR FEEDERS: (Installation, Alterations, or Relocation)

200 amps or less.....	\$ 89.00
201 to 400 amps.....	\$ 110.00
401 to 600 amps.....	\$189.00
601 to 1000 amps.....	\$246.00
1000+ amps or volts.....	\$475.00

BRANCH CIRCUITS: (New, alteration, or extension per panel)

Branch circuits with purchase of service or feeder fee (each)	\$ 6.80
Branch circuit without purchase of service or feeder fee	\$ 89.00
Each additional	\$ 6.80

MISCELLANEOUS: (Service or feeder NOT included)

Renewable electrical energy systems.....	\$ 89.00
Pump or irrigation circle	\$ 89.00
Sign or outline lighting	\$ 89.00
Signal circuits or limited energy panel, alteration/extensions	\$ 89.00
Master Label Permit Annual set-up fee	\$150.00
Each Master Label inspection	\$89.00/hour (1 hour min.)
Minor Label with corrections.....	\$89.00/hour (1 hour min.)

ADDITIONAL INSPECTION FEES OVER THE ALLOWABLE IN ANY OF THE ABOVE:

Per inspection or re-inspection when added to an existing permit.....	\$ 89.00
Miscellaneous hourly fee for inspections.....	\$89.00/hour (1 hour min.)

PLAN REVIEW FEE:

50% of electrical permit, if required

Plus 12% state surcharge

3. FIRE ALARM PERMITS: *(Electrical permit required, see Section 2)*

Fire alarm control panel\$ 89.00

SIGNAL INITIATING AND NOTIFICATION DEVICES:

Initiating and notification devices: detectors, pull stations, horns, strobes, annunciators water flow, tamper switches

1-10\$ 89.00

11-20\$136.00

Each additional 30 (or fraction thereof)\$ 47.00

PLAN REVIEW FEE 50% of fire alarm permit, \$50.00 minimum

4. FIRE SPRINKLER PERMITS:

One- & Two-Family Fire Suppression Systems (NFPA 13D)¹

Square Footage	Fee ²
0 to 2,000 sq. ft.	\$235.00
2,001 to 3,600 sq. ft.	\$260.00
3,601 to 7,200 sq. ft.	\$285.00
7,201 sq. ft. +	\$315.00

¹Separate plumbing permit required for integrated systems and/or the double detector check valve

²Includes plan review

Commercial & Multifamily Fire Suppression Systems (NFPA 13R & NFPA 13)

Add/replace valves, attachments, or devices..... \$ 89.00 Min

Fire pump installation or replacement\$184.00 each

Hood suppression systems (per hood)\$137.00 each

Fire Service Line (including each vault, PIV, and fire line).....\$210.00 each

New, lower/raise, and relocate fire sprinkler heads

1 to 25.....\$ 89.00

26 to 50.....\$ 131.00

51 to 100.....\$ 173.00

101 to 200.....\$ 220.00

201 to 300.....\$ 268.00

301 to 400.....\$ 315.00

401 to 500.....\$362.00

Each 100 heads or fraction thereof over 500.....\$ 47.00

Each riser (Included hydrostatic and flush test)\$ 158.00

Storage tank (in addition to separate building permit)\$ 220.00

Standpipe or other testing \$89.00 per staff/hour (2-Hour min.)

PLAN REVIEW FEE:

50% of fire sprinkler permit (\$50.00 minimum).

Revisions, including field review inspection of as-builts\$89.00/hour (\$50.00min)

Additional inspections/plan review as required by Building Official \$89.00/hour

5. MANUFACTURED HOME PERMITS:

Manufactured home setup \$ 405.00

plus 12% state surcharge\$ 48.60

State fee\$ 30.00

Manufactured home setup fee includes the electrical feeder, plumbing connections, and all cross-over connections.

Accessory structures, utility connections beyond 30 lineal feet and/or new or additional electrical services or plumbing require additional permits.

Plus 12% state surcharge

6. MECHANICAL PERMITS:

**1 & 2 Family Dwelling / Manufactured Dwellings:
New, Additions, Alterations, Repairs, & Accessory Structures**

Minimum permit fee.....	\$89.00
Gas System (New or Alterations)	\$ 32.00 each
Appliances (Furnace, Heat Pumps, Air conditioner and Fireplaces)	\$32.00 each
Exhaust Fans and Range Hoods.....	\$16.00 each
HVAC Ductwork System	\$32.00 each
Miscellaneous systems (ex: radon systems, LP systems,).....	\$32.00 each

Commercial & Multi-dwelling: New, Alterations, Additions, Repairs, & Accessory Structures

The valuation used to determine the commercial mechanical permit fee shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

Total Valuation	Fee
\$0 to \$25,000	\$89.00 for the first \$2,000 plus \$11.28 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$347.00 for the first \$25,000 plus \$9.17 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$567.00 for the first \$50,000 plus \$6.92 for each additional \$1,000 or fraction
\$100,001 and up	\$906.00 for the first \$100,000 plus \$5.04 for each additional \$1,000 or fraction

Mechanical plan review –50% of the permit fee

7. MISCELLANEOUS PERMITS/FEES:

- o Moving a building \$250.00
- o Demolition (plumbing permit may be required) \$ 125.00
- o Change of occupancy \$200.00
 - plus research fee as needed \$89.00/hour
- o Inspections for which no fee is specifically indicated \$89.00/hour (1 hour min.)
- o Compliance inspections \$89.00/hour (1 hour min.)
- o Re-inspections \$89.00/hour (1 hour min.)
- o Work without a Permit Actual cost of investigation (\$236 minimum)
- o Temporary Certificate of Occupancy: (Each 30 days)
 - Application Processing Fee \$200.00
 - Commercial (Per tenant suite) \$300.00
 - Residential Structures (Per dwelling unit) \$ 100.00
- o Expedited Services: (Applies to projects not requiring review from other departments)
 - Plan review^{1, 2} \$125.00 hour/ (2 hour min.)
 - After hours inspections² \$125.00 hour/ (2 hour min.)
 - Minor on-site plan review^{1, 2} \$89.00 hour/ (2 hour min.)
 - ¹Request shall be made at time of permit application
 - ²Fees are in addition to regular permit and review fees
- o Refund Administrative Charge..... \$50.00
- o Expired permit reinstatement50% of current permit fee

Plus 12% state surcharge

8. PARKING LOT PERMITS: (Standalone or part of the structural permit)

Parking Lot

Accessible Spaces	Fee
1 - 3 Spaces	\$89.00
4 – 6 Spaces	\$130.00
7 + Spaces	\$185.00

Parking lot plan review 50% of permit fee
 Additional consultation and/or inspections as needed \$89.00/hour (1 hour min.)

9. PLUMBING PERMITS:

New 1 & 2 Dwelling Structures

Fee includes the first 100 feet of water and sewer service, hose bibbs, icemakers, backflow device, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.

One bathroom¹ & kitchen.....\$368.00
 Two bathrooms¹ & kitchen.....\$446.00
 Three bathrooms¹ & kitchen.....\$525.00
 Each additional bath¹/kitchen.....\$ 79.00

¹A half-bath is equivalent to a single bathroom

**Commercial, Multi-dwelling, Manufactured Dwellings, 1 & 2 Dwelling Structures
 New¹, Additions, Alterations, Repairs, & Accessory Structures**

¹Excludes 1 & 2 Dwelling Structures, see fee schedule above.

Minimum permit fee \$89.00
 Each plumbing fixture or items (per fixture or item).....\$22.00

Includes: Absorption valve, clothes washer, dishwasher, drinking fountain, ejectors/sump, expansion tank, floor drain/sink/tub, garbage disposal, hose bibb, icemaker, trap primer, sewer cap, sink/basin/lavatory, tub/shower/shower pan, urinal, water closet, water heater, tankless water heater, backflow preventer, backwater valve, other fixtures or items not named above.

Other Plumbing Fees:

Potable Water Distribution or Sanitary Waste System Repipe (Each System) \$ 89.00

Sewer:

First 100 feet \$89.00
 For each additional 100 feet or portion \$ 47.00

Water service:

First 100 feet \$89.00
 For each additional 100 feet or portion \$ 47.00

Storm and rain drain:

First 100 feet \$89.00
 For each additional 100 feet or portion \$ 47.00

Manufactured home space (if not covered by siting fee)\$89.00

Plumbing plan review – When required or requested 50% of the permit fee

Minor Label with Corrections... \$89.00/hour (1 hour min.)

Plus 12% state surcharge

Medical Gas Installation

Fees based on valuation of installation costs and system equipment, including but not limited to, inlets, outlets, fixtures, and appliances (rounded up to the nearest dollar).

Total Valuation	Fee
\$0 to \$5,000	\$89.00
\$5,001 to \$10,000	\$89.00 plus \$1.68 for each additional \$100 or fraction thereof over \$5,000
\$10,001 to \$100,000	\$173.00 plus \$1.93 for each additional \$1,000 or fraction thereof over \$10,000
\$100,001 and more	\$347.00 plus \$1.05 for each additional \$1,000 or fraction thereof over 100,000

Plumbing plan review¹..... 50 % of the permit fee
¹Plan review is required on all Medical Gas installations

10. Reroof Permit:

Commercial and multifamily (where no structural work occurs) \$236.00
 Plan review fee 50% of Permit Fee

11. SIGN PERMITS:

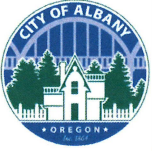
Freestanding, projecting, and monument signs (per sign) \$ 42.00
 All other signs (per sign)..... \$ 42.00
 Minimum..... \$89.00
 Plan Review..... 50% of Permit Fee (\$50.00 Min)

Temporary signs include a base fee of \$50.00 plus \$10.00 per sign

12. SOLAR SYSTEM PERMITS:

PRESCRIPTIVE PATH SYSTEMS: \$263.00
 Qualifying roof installations on conventional light-frame construction. Includes plan review
 Additional inspections \$89.00/hour (1 hour min.)

ENGINEERED SYSTEMSFair Market Value of work performed (\$263.00 Min)
 Indicate value of structural elements for the solar panels, including racking, mounting elements, rails, and the cost of labor to install. See Building Permit fees.



MEMO



TO: Albany City Council
VIA: Peter Troedsson, City Manager *PT 5/15*
FROM: Kim Lyddane, Parks and Recreation Director
DATE: May 13, 2024, for the May 22, 2024, City Council Meeting

SUBJECT: Discussion on amending Albany Municipal Code 7.98, Albany Development Code 9.203

Action Requested:

Staff requests that the City Council amend Albany Municipal Code 7.98.020(8) and 7.98.404(2) Tree Regulation Definitions and Permits Required. Staff also requests that Albany Development Code 9.203(2) be changed to reflect the new tree regulation definition.

Discussion:

Through an ongoing review of the Albany Municipal Code (AMC), and the need to preserve Oregon native trees along with the City's tree canopy, staff are recommending changes to assist those efforts.

Chapter 7.98.020 of the AMC was last updated in 2001 to provide regulations regarding removal of large diameter trees, but the definition of "removal" was broad, leaving other avenues for property owners to aid the demise of a tree in order to fit the current definition and ultimately be approved for removal. Changing the definition of "remove" and "removal" will close the loophole property owners are currently using to classify trees as appropriate for removal.

The Albany Parks and Recreation Department also recommends that Albany Development Code 9.203 be updated with the above definition. The new definition of "Remove" in the AMC will be applied to "Fell" in the ADC.

To continue preserving the City's tree canopy, the Albany Parks and Recreation Department recommends amending AMC 7.98.404(2) to require a removal permit for all trees with a circumference equal or greater than five and one quarter feet.

Budget Impact:

None.

KL

Attachments: ordinance



ORDINANCE NO. _____

AN ORDINANCE AMENDING ALBANY MUNICIPAL CODE (AMC) 7.98 TO INCREASE NUMBER OF PROTECTED TREES AND PROHIBIT ACTIVITIES THAT COULD HARM PROTECTED TREES

WHEREAS, the City of Albany prioritizes tree protection; and

WHEREAS, the parks and recreation department and Parks Commission are reviewing the Albany Municipal Code to make adjustments to increase tree protection, and

WHEREAS, the current City tree code allows activities that could harm protected trees; and

WHEREAS, it is reasonable to increase the number of protected trees;

NOW, THEREFORE, THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

Section 1: The text of the Albany Municipal Code is hereby amended as shown in Exhibit A of this ordinance.

Section 2: A copy of this ordinance shall be filed in the office of the city clerk of the City of Albany, and these changes shall be made to the Albany Municipal Code.

Passed by the Council: _____

Approved by the Mayor: _____

Effective Date: _____

Mayor

ATTEST:

City Clerk

AMC Tree Protection Update

7.98.020 Definitions.

(1) “Certified arborist” means a person certified by the International Society of Arboriculture as having specialized knowledge, experience, and training related to arboriculture.

(2) “City Forester” means the person designated by the Parks and Recreation Director to be the authorized representative in matters concerning the urban forest of the City of Albany.

(3) “Critical root zone” means the area around a tree where roots are critical to a tree’s survival. The critical root zone is estimated and expressed as a circle around the center of a tree’s trunk, where the radius is calculated by adding one foot for every one inch of trunk diameter plus the tree trunk’s radius; where all tree measurements are consistent with those for establishing tree circumference. For example, a tree with a tree circumference of 6.5 feet would have a trunk radius of 1 foot and diameter of 25 inches. The critical root zone would be a circle with a radius of 26 feet (1 ft + (25 in * 1 ft/in)) from the center of the tree’s trunk and have a total diameter of 52 feet.

(4) “Hazardous or dangerous tree” means a tree that is classified as a hazardous or dangerous tree by the Parks, Recreation, and Tree Advisory Commission.

(5) “Person” means any individual, partnership, copartnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity, or their legal representatives, agents, or assigns.

(6) “Public trees” means trees located on property designated as a public park and trees located in public right-of-way not defined as street right-of-way.

(7) “Parks and Recreation Director” means the person designated by the City Manager to supervise the Parks and Recreation Department and who is charged with certain duties and responsibilities by this chapter, or the duly authorized representative.

~~(8) “Remove or removal” means to fell or sever a tree or the intentional use of any procedure, the natural result of which is to cause the death or substantial destruction of the tree. Removal does not in any context include normal pruning of trees.~~

“Remove” or “Removal” means to cut down a tree or remove 40 percent or more of the crown, trunk, or root system of a tree; or to damage a tree so as to cause the tree to decline or die. The term "removal" includes, but is not limited to, topping, damage inflicted upon a root system by application of toxic substances, operation of equipment and vehicles, storage of materials, change of natural grade due to unapproved excavation or filling, or unapproved alteration of natural physical conditions. The term "removal" does not include normal trimming or pruning of trees.

(9) “Significant tree” means:

(a) Any heritage, rare, threatened, or endangered tree of any size as defined or designated under state or federal law; or

(b) Any tree designated as significant by the Parks, Recreation, and Tree Advisory Commission by virtue of heritage parameters or size.

(10) “Street trees” means trees located in public rights-of-way within the City.

(11) “Tree” means a self-supporting, perennial woody plant characterized by one main trunk or in some cases multiple trunks, and one main canopy of leaves, usually growing to a height of 15 feet or higher.

(12) “Tree circumference” means the distance measured around the trunk of a tree at four and one-half feet above the mean ground level from the base of the trunk. The circumference of a tree with multiple trunks is determined by adding together the individual trunk circumferences greater than six inches. (Ord. 6006 § 1, 2022; Ord. 5948 § 1 (Exh. A), 2020; Ord. 5495 § 1, 2001; Ord. 5096 § 2, 1993).

7.98.040 Permits required.

(1) A permit shall be obtained from the City Forester, applying criteria developed by the Parks, Recreation, and Tree Advisory Commission, before planting, pruning, or otherwise affecting a street tree.

(2) A permit shall be obtained from the City Forester, applying criteria contained in AMC [7.98.180](#), for the removal of individual trees equal to or greater than ~~six and one-half~~ **five and one-quarter feet** in circumference on all property within the city limits of the City of Albany.

(3) With a permit, adjacent property owners may plant street trees so long as the selection, location, and planting of such trees is in accordance with this chapter.

(4) Any street tree planted that does not comply with this chapter may be removed by the City at the direction of the Parks, Recreation, and Tree Advisory Commission. The cost of such removal will be borne by the person or persons who planted the tree.

(5) Permits shall be valid for a period of 180 days following the date of issuance. (Ord. 6006 § 1, 2022; Ord. 5948 § 1 (Exh. A), 2020; Ord. 5495 § 1, 2001; Ord. 5096 § 2, 1993. Formerly 7.98.090).



ORDINANCE NO. _____

AN ORDINANCE AMENDING ALBANY DEVELOPMENT CODE TITLE 9 TO PROHIBIT ACTIVITIES THAT COULD HARM PROTECTED TREES

WHEREAS, the City of Albany prioritizes tree protection; and

WHEREAS, the parks and recreation department and Parks Commission are reviewing the Albany Development Code to make adjustments to increase tree protection; and

WHEREAS, current city tree code allows activities that could harm protected trees; and

NOW, THEREFORE, THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

Section 1: The text of the Albany Development Code is hereby amended as shown in Exhibit A of this ordinance.

Section 2: A copy of this ordinance shall be filed in the office of the city clerk of the City of Albany, and these changes shall be made to the Albany Development Code.

Passed by the Council: _____

Approved by the Mayor: _____

Effective Date: _____

Mayor

ATTEST:

City Clerk

Development Code Tree Protection Update

9.203 Definitions. For the purposes of the following sections, these definitions apply:

(1) **Critical Root Zone:** The area around a tree where roots are critical to a tree's survival. For the purposes of this section, the critical root zone is estimated and expressed as a circle around the center of a tree's trunk, where the radius is calculated by adding one foot for every one inch of trunk diameter plus the tree trunk's radius, and where all tree measurements are consistent with those for establishing Tree Circumference. For example, a tree with a Tree Circumference of 6.5 feet would have a trunk radius of 1.0 feet and diameter of 25 inches. The critical root zone would be a circle with a radius of 26 feet (1ft + (25 in * 1ft/in)) from the center of the tree's trunk and have a total diameter of 52 feet. [Ord. 5947, 1/1/21]

~~(2) **Fell:** To remove or sever a tree or the intentional use of any procedure the natural result of which is to cause the death or substantial destruction of the tree. Fell does not in any context include normal pruning of trees. [Ord. 5947, 1/1/21]~~

(2) Fell: to cut down a tree or remove 40 percent or more of the crown, trunk, or root system of a tree; or to damage a tree so as to cause the tree to decline or die. The term "removal" includes, but is not limited to, topping, damage inflicted upon a root system by application of toxic substances, operation of equipment and vehicles, storage of materials, change of natural grade due to unapproved excavation or filling, or unapproved alteration of natural physical conditions. Fell does not in any context include normal trimming or pruning of trees.

(3) **Tree:** A living, standing, woody plant. [Ord. 5764, 12/1/11; Ord. 5947, 1/1/21]

(4) **Tree Circumference:** The circumference of a tree is measured at 4-1/2 feet above mean ground level from the base of the trunk. To obtain the circumference of a tree with multiple trunks, add the individual trunk circumferences, which are greater than 6 inches in circumference. [Ord. 5445, 4/12/00; Ord. 5947, 1/1/21]

9.204 Applicability. Except as provided below, Site Plan Review approval is required for the felling of 5 or more trees larger than 25 inches in circumference (approximately 8 inches in diameter) on a lot or property in contiguous single ownership in excess of 20,000 square feet in any zone.

The following activities are exempt from Site Plan Review under this section. Notwithstanding the foregoing, all tree felling activities located within Significant Natural Resource Overlay districts must meet the applicable requirements of Article 6: [Ord. 5764, 12/1/11; Ord. 5947, 1/1/21]

(1) The action of any City official or of any public utility necessary to remove or alleviate an immediate danger to life or property; to restore utility service or to reopen a public street to traffic.

(2) Felling of any tree that is defined as a nuisance under the Albany Municipal Code.

(3) Any felling necessary to maintain streets or public or private utilities within a public right-of-way or utility easement provided the Tree Commission or City Forester approved the proposed tree felling. [Ord. 5445, 4/12/00]

(4) Felling of trees planted as Christmas trees. [Ord. 5635, 1/11/06]

(5) Felling of trees on property under a Forest Stewardship Plan approved by the Oregon Department of Forestry. [Ord. 5635, 1/11/06]