



New and Updated Permit & License Fees

presented to the
Legislative, Finance & Administration Committee
May 5, 2008
(Tabled March 10, 2008)



Overview

- We plan construction, rental licenses and public occupancy so they will cover costs of Planning & Inspections.
- Business licenses viewed more broadly like a property tax.
- Avoid a single large increase through periodic increases.
- Competitive with other local governments - not ahead.
- Continuation of excellent service.
- Rates last changed between 3 – 15 years ago.



Points from last meeting

- Significantly reduced proposal from original proposal.
- Dropped Final Fire Inspection Fee.
- Lodging House Fee increase is \$0.05 per night per room for a 100 room hotel.
- Proposed Rental Fee increase percentage is 60% less market rent increases over past 5 years. Represents less than 1% of annual rent.
- Business Licenses as annual fee is a relatively small expense (i.e., annual fee for a bank would be \$333 with the increase).
- Construction/Planning projected to cover less costs than ever.



Is the Revenue needed now?

- FY 2009 revenue projected to cover only 60% (lowest in 5 years) of Planning costs.
- Tax revenue up \$500,000 plus, cost of Police salaries up \$800,000 alone.
- No new positions – even though several requests received.
- Cuts made to several capital projects.
- Cuts also made to e-government projects.
- New computers have been cut from the budget.
- OPEB begins this year = 2.5% of salaries.
- Full year of operations at the Pitts Center.
- Full year of Sex Offender Officers.
- Full year of Emergency Planning position.
- Full year of expanded Ambulance coverage.
- Health Insurance costs increased 8% city-wide.



Requests clustered into groups

- Those not increased in a long time
- Those not covering costs
- Safety & Parity
- Licenses

Oldest

These have far exceeded recommendations for revision, not helping keep up with inflation costs.

Type	Overall Increase	Last Changed
Public Occupancy	\$9,000	1993
Lodging House	\$5,400	2000
Rental Permit	\$44,250	2000

Cost Recovery Cluster*

Type	Overall Increase	Last Changed
Building Permits	\$75,000	2004
Trailer Permits	\$2,420	2004
Certificates of Occupancy	\$4,000	2004
Plumbing/Heating/Air	\$10,000	2004
Misc. (Planning)	\$12,400	2004
<i>Water/Wastewater Plan</i>	<i>\$95,100</i>	<i>NEW</i>

*Reviews***

* FY2009 revenue projected to cover only 60% (lowest in 5 years) of Planning costs.

** The engineering estimates of actual costs for Plan Review Fees are: FY2007 - \$105,215 and FY2008 - \$119,250.

Safety & Parity

Type	Overall increase	Last Changed
<i>Fire Protection Fee (Annual)</i>	<i>2,000 est. @\$25 each - \$50,000</i>	<i>NEW</i>

Licenses

Type	Overall Increase	Last Changed
Business Licenses	\$145,000	2004

New Proposed Categories

Type	Overall Increase
<i>Added Business Categories</i>	
ATM (off-premises – 100 ea @ \$49)	\$5,000
Home Day Care (50 ea @ \$25)	\$1,250
Fitness Trainer & REDC	\$1,000

Future Review Frequency

Type	Review Frequency
Business Licenses	Every 5 Years
Rental Licenses	Every 4 Years
Construction/Planning	Every 3 Years



Impact on Current Projects

Retail/Restaurant

(Assessed Value - \$674,000)

Fee	Current Fees	Proposed Fees	Difference
Business Licenses	\$ 121.00	\$ 133.00	\$ 12.00
Demolition Permit	\$ 50.00	\$ 50.00	\$ -
Building Permits	\$ 5,617.00	\$ 6,316.00	\$ 699.00
Certificate of Occupancy	\$ 40.00	\$ 50.00	\$ 10.00
Heating & Air Conditioning Permits	\$ 400.00	\$ 440.00	\$ 40.00
Plumbing Permits	\$ 132.00	\$ 136.00	\$ 4.00
Fire Prevention Permits	\$ 72.00	\$ 72.00	\$ -
Fire Protection Inspections - Rangehoods	\$ 50.00	\$ 50.00	\$ -
Fire Protection Re-Inspections	\$ 50.00	\$ 50.00	\$ -
Fire Protection Inspection Fee (Signal)	\$ -	\$ 25.00	\$ 25.00
Fire Protection Inspection Fee (Suppression)	\$ -	\$ 25.00	\$ 25.00
Site Plan Application	\$ 325.00	\$ 375.00	\$ 50.00
Water/Wastewater Plan Review Fees	\$ -	\$ 250.00	\$ 250.00
Sign Permit	\$ 85.50	\$ 85.50	\$ -
City Sewer Impact Fee	\$ 5,700.00	\$ 5,700.00	\$ -
City Water Impact Fee	\$ 2,100.00	\$ 2,100.00	\$ -
	\$ 14,742.50	\$ 15,857.50	\$ 1,115.00

Office Building Conversion

(Assessed Value - \$3,520,700)

Fee	Current Fees	Proposed Fees	Difference
Demolition Permit	\$ 50.00	\$ 50.00	\$ -
Building Permits	\$ 6,017.00	\$ 6,766.00	\$ 749.00
Certificate of Occupancy	\$ 40.00	\$ 50.00	\$ 10.00
Public Occupancy Permit	\$ 25.00	\$ 50.00	\$ 25.00
Plumbing Permits	\$ 27.00	\$ 29.00	\$ 2.00
Fire Prevention Permits	\$ 84.00	\$ 84.00	\$ -
Other Fire Prevention Permits	\$ 84.00	\$ 84.00	\$ -
Fire Protection Inspection Fee (Signal)	\$ -	\$ 25.00	\$ 25.00
Fire Protection Inspection Fee (Suppression)	\$ -	\$ 25.00	\$ 25.00
Sign Permit	\$ 30.00	\$ 50.00	\$ 20.00
	\$ 6,357.00	\$ 7,213.00	\$ 856.00

Single Family Homes

(Assessed Value - \$285,000)

Fee	Current Fees	Proposed Fees	Difference
Building Permits	\$ 1,313.00	\$ 1,474.00	\$ 161.00
Certificate of Occupancy	\$ 40.00	\$ 50.00	\$ 10.00
Heating & Air Conditioning Permits	\$ 185.00	\$ 192.50	\$ 7.50
Plumbing Permits	\$ 133.00	\$ 139.00	\$ 6.00
City Sewer Impact Fee	\$ 1,900.00	\$ 1,900.00	\$ -
City Water Impact Fee	\$ 700.00	\$ 700.00	\$ -
	\$ 4,271.00	\$ 4,455.50	\$ 184.50

New Hotel

(Assessed Value - \$8,480,000)

Fee	Current Fees	Proposed Fees	Difference
Business Licenses	\$ 876.00	\$ 965.00	\$ 89.00
Building Permits	\$ 34,417.00	\$ 38,716.00	\$ 4,299.00
Certificate of Occupancy	\$ 70.00	\$ 87.50	\$ 17.50
Lodging House Permit	\$ 445.00	\$ 628.00	\$ 183.00
Public Occupancy Permit	\$ -	\$ 50.00	\$ 50.00
Heating & Air Conditioning Permits	\$ 527.50	\$ 580.25	\$ 52.75
Plumbing Permits	\$ 493.00	\$ 503.00	\$ 10.00
Gas	\$ 20.00	\$ 20.00	\$ -
Fire Prevention Permits	\$ 72.00	\$ 72.00	\$ -
Fire Protection Inspection Fee (Signal)	\$ -	\$ 25.00	\$ 25.00
Fire Protection Inspection Fee (Suppression)	\$ -	\$ 25.00	\$ 25.00
Board of Adjustment Application	\$ 300.00	\$ 300.00	\$ -
Site Plan Application	\$ 325.00	\$ 405.00	\$ 80.00
Water/Wastewater Plan Review Fees	\$ -	\$ 250.00	\$ 250.00
Sign Permit	\$ 48.00	\$ 48.00	\$ -
City Sewer Impact Fee	\$ 49,400.00	\$ 49,400.00	\$ -
City Water Impact Fee	\$ 18,200.00	\$ 18,200.00	\$ -
	\$ 105,193.50	\$ 110,274.75	\$ 5,081.25



Questions?

CITY OF DOVER ORDINANCE # 2008-11

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3 That Chapter 22 – Buildings and Building Regulations, Article III - Building Code, be amended by
4 inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

5 **Sec. 22-65. Permit fees.**

6 (a) *Building permits.* Each applicant for a building permit shall pay unto the city a permit
7 fee computed as follows before such permit shall be issued: The sum of \$25.00 for the first
8 \$1,000.00 of costs and ~~\$8.00~~ **\$9.00** for each additional \$1,000.00 of costs or multiple thereof
9 up to \$10,000,000.00 of costs, ~~\$6.00~~ **\$7.00** for each additional \$1,000.00 of costs or multiple
10 thereof up to \$20,000,000.00, and ~~\$5.00~~ **\$5.50** for each additional \$1,000.00 of costs or
11 multiple thereof above \$20,000,000.00.

12 (b) *Fence permits.* Each applicant for a fence permit shall pay unto the city a permit fee
13 computed as follows before such permit is issued: The sum of \$25.00 for the first \$1,000.00
14 of costs and ~~\$8.00~~ **\$9.00** for each additional \$1,000.00 of costs or multiple thereof.

15 (c) *Sign permits.* Each applicant for a sign permit shall pay unto the city, before such permit
16 is issued, the sum of \$0.50 per square foot of sign area; provided, however, that the minimum
17 fee for each permit shall be ~~\$15.00~~ **\$25.00**.

18 (d) *Swimming pool permits.* Each applicant for a swimming pool permit shall pay unto the
19 city a permit fee computed as follows before such permit is issued: The sum of \$25.00 for
20 the first \$1,000.00 of cost and ~~\$8.00~~ **\$9.00** for each additional \$1,000.00 of cost or multiple
21 thereof.

22 (e) *Demolition permits.* Each applicant for a demolition permit shall pay unto the city,
23 before such permit is issued, the sum of \$50.00 for any building which is being demolished
24 for the purpose of vacating the land for future development or construction upon the same,
25 provided that no fee shall be charged for buildings condemned and required to be demolished
26 by the city or any public entity.

27 (f) *Moving permits.* Each applicant for a moving permit shall pay unto the city, before such
28 permit is issued, the sum of \$250.00 for each building.

29 (g) *Construction plan reviews.* Each applicant requesting review of nonresidential
30 construction plans shall pay the sum of \$20.00 per set of plans.

31 (h) *Reinspections.* There will be no charge for the first reinspection of a permit. The
32 applicant shall pay the sum of \$25.00 for the second reinspection, \$50.00 for the third
33 reinspection and \$100.00 for any subsequent reinspection.

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(i) *Doubling fees.* Fees established in subsections (a)--(f) of this section shall double in the event that a permit is applied for after construction has commenced without the permission of the building inspector. The building inspector may waive the doubling of fees in cases where the building permit applicant is not a professional contractor, and the work is not being done by a professional contractor.

40 **BE IT FURTHER ORDAINED:**

41 That Chapter 22 – Buildings and Building Regulations, Article V - Mechanical Code, be amended
42 by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

43 **Sec. 22-145. Heating, air conditioning, and heat pump permit fees.**

44 (a) *Enumerated.* Each applicant for a heating, air conditioning, or heat pump permit shall
45 pay unto the city a permit fee, computed as follows, before such permit is issued:
46

47 (1) *Heating permit.* The sum of ~~\$30.00~~ **\$33.00** for the first 10,000 BTUs and the
48 sum of ~~\$5.00~~ **\$5.50** for each additional 10,000 BTUs or multiple thereof.
49

50 (2) *Air conditioning permit.* The sum of ~~\$30.00~~ **\$33.00** per ton for the first five tons
51 and the sum of ~~\$5.00~~ **\$5.50** per ton for over five tons or multiple thereof.

52 (3) *Heat pump permit.* The sum of ~~\$15.00~~ **\$17.00** for the first 10,000 BTUs and the
53 sum of ~~\$2.50~~ **\$2.75** for each additional 10,000 BTUs or multiple thereof and an
54 additional ~~\$15.00~~ **\$17.00** for the first five tons and the sum of ~~\$2.50~~ **\$2.75** per ton
55 for over five tons or multiple thereof.

56 (b) *Doubling of fees.* Fees established in subsection (a)(1)--(3) of this section shall double
57 in the event that a permit is applied for after construction has commenced without the
58 permission of the building inspector. The building inspector may waive the doubling of fees
59 in cases where the building permit applicant is not a professional contractor, and the work
60 is not being done by a professional contractor.

61 **BE IT FURTHER ORDAINED:**

62 That Chapter 22 – Buildings and Building Regulations, Article VI - Plumbing Code, be amended by
63 inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

64 **Sec. 22-185. Permit fees.**

65 (a) *Enumerated.* Each applicant for a plumbing permit shall pay unto the city a permit fee,
66 computed as follows, before such permit is issued:

67 (1) *Fixtures.* The sum of ~~\$25.00~~ **\$27.00** for the first five fixtures and the sum of
68 \$2.00 for each additional fixture.

69 (2) *Garbage disposals and hot water heaters.* A minimum fee of ~~\$25.00~~ **\$27.00**.

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71 (3) *Gas, water and sewer inspection underground.* The sum of \$20.00 for the first
72 150 feet and \$0.50 for each additional ten feet or multiple thereof.

73 (b) *Doubling of fees.* Fees established in subsections (a)(1)--(3) of this section shall double
74 in the event that a permit is applied for after construction has commenced without the
75 permission of the building inspector. The building inspector may waive the doubling of fees
76 in cases where the building permit applicant is not a professional contractor, and the work
77 is not being done by a professional contractor.

78 **BE IT FURTHER ORDAINED:**

79 That Chapter 22 – Buildings and Building Regulations, Article IX - Lodging Houses, be amended
80 by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

81 **Sec. 22-301. Generally.**

82 (a) *Required.* It shall be unlawful for any person to let, or offer to let, space in any
83 lodginghouse by advertisement, without first obtaining a permit from the licensing division
84 of the department of planning and inspections in order to determine compliance with the
85 provisions of this chapter.

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87 (b) *Expiration; fee.* The permit shall expire annually on January 31, and the fee for the
88 annual permit shall be ~~\$50.00~~ **\$75.00** for the first ten rooms and ~~\$5.00~~ **\$7.00** for each
89 additional room. The fee for dormitories shall be ~~\$50.00~~ **\$75.00** for the first ten rooms, and
90 ~~\$2.50~~ **\$4.00** for each room thereafter.

91 (c) *Failure to pay on due date.* In the event that the permit fee set forth herein is not paid
92 on the date due, then the permittee shall incur a penalty fee in the amount of ten percent per
93 month of the amount of the license fee until the same is paid.

94
95 (d) *Reimbursement fee.* An owner whose permit has been suspended in accordance with
96 section 22-303 shall pay a \$100.00 reinstatement fee.

97 (e) *Lien.* In the event that the property owner fails to pay said fees within 30 days from the
98 date a notice thereof is mailed to the owner, then such fees may be entered into the municipal
99 lien docket as a lien owing the city, and the same may be turned over to the city solicitor for
100 collection.

101 (f) *Utilities.* The owner or occupant of any lodginghouse shall not be entitled to receive city
102 utilities until the permit fee required in this section is paid in full and city personnel shall
103 refuse to provide sewage, water and electricity to the property until satisfactory proof is
104 furnished that such permit fee has been paid.

105 **BE IT FURTHER ORDAINED:**

106 That Chapter 22 – Buildings and Building Regulations, Article X - Rental Dwellings, be amended
107 by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:
108

109 **Sec. 22-351. Generally.**

110 (a) *Single-family dwellings.* It shall be unlawful for any person to operate any single-family
111 rental dwelling without obtaining a permit from the licensing division of the department of
112 planning and inspections in order to determine compliance with the appropriate provisions
113 of this article. The permit shall expire annually on January 31. The fee for the annual permit
114 shall be ~~\$90.00~~ **\$102.00** for each single-family detached dwelling, and ~~\$70.00~~ **\$82.00** for
115 each single-family attached dwelling.

116
117 (b) *Multiple-family dwellings.* It shall be unlawful for any person to operate any multiple
118 dwelling without first obtaining an annual permit therefore from the licensing division of the
119 department of planning and inspections in order to determine compliance with the
120 appropriate provisions of this article. The permit shall expire annually on January 31, and the
121 fee for the annual permit shall be ~~\$90.00~~ **\$102.00** for multiple dwellings consisting of three
122 or less dwelling units, ~~\$90.00~~ **\$102.00** for the first three dwelling units of a multiple dwelling
123 with four or more dwelling units, and ~~\$30.00~~ **\$36.00** for each additional dwelling unit in
124 excess of three. The fee for condominium units and accessory apartments located within
125 structures principally used for owner occupancy shall be ~~\$30.00~~ **\$36.00**.

126
127 c) *Late payment penalty.* In the event that the permit fee set forth herein is not paid on the
128 date due, then the permittee shall incur a penalty fee in the amount of ten percent per month
129 of the amount of the license fee until the same is paid.

130 (d) *Reinstatement fee.* An owner whose permit has been suspended in accordance with
131 section 22-352 shall pay a \$100.00 reinstatement fee.

132 (e) *Lien.* In the event that the property owner fails to pay said fees within 30 days from the
133 date a notice thereof is mailed to the owner, then such fees shall be entered in the municipal
134 lien docket as a lien owing the city; and the same may be turned over to the city solicitor for
135 collection.

136 (f) *Utilities.* The owner or occupant of any rental unit shall not be entitled to receive city
137 utilities until the permit fee required in this section is paid in full and city personnel shall
138 refuse to provide sewage, water and electricity to the property until satisfactory proof is
139 furnished that such permit fee has been paid.
140

141 ADOPTED: *

142
143 **SYNOPSIS**

144 *The proposed ordinance would update the fees in the Building*
145 *Code in accordance with the recommendations of the Revenue*
146 *Manual. This includes building permits, plumbing permits,*
147 *heating and air conditioning permits, lodginghouse permits,*
148 *and rental permits.*

149 Actions History

150 May 5, 2008 - Legislative, Finance, and Administration Committee

151 Mar 10, 2008 - Legislative, Finance, and Administration Committee

CITY OF DOVER ORDINANCE #2008-12

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3 That Chapter 26 - Businesses, Article II Licenses, Section 26-35 - License Required; Fees be
4 amended by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough
5 as follows:

6 **Sec. 26-35. License required; fees.**

7 (a) *Nonprofessional service businesses.* Except where expressed by definition in section
8 26-31, nonprofessional service businesses shall pay an annual license fee for each store, place
9 of business or vehicle from which the licensee conducts the business operated within the city.

10
11 (b) *Professional services.* Persons engaged in professional services, such as accountants,
12 certified or public, landscape architects, architects, optometrists, lawyers, dentists, physicians
13 and surgeons, psychologists, physical therapists, podiatrists, professional engineers, and
14 veterinarians shall pay an annual license fee for engaging in such professional services within
15 the city.

16 (c) *Corporate employees.* No license shall be required of any individual practicing a
17 profession or trade who is in the employ of any corporation licensed under any other
18 provision of this article and who does not practice his profession, except in his capacity as
19 an employee of such corporation and, provided further, that no attorney in the employ of any
20 such corporation shall be required to obtain a license under this section so as to fulfill
21 assignments made to him by any state court.

22 (d) *Businesses licensed.*

23
24 (1) No person shall conduct or engage in any of the following trades, businesses, or
25 occupations within the city without a license and paying the appropriate fee as
26 follows:

- 27 Advertising agency . . . ~~\$92.00~~ **\$101.00**
28 Amusement operator . . . ~~152.00~~ **167.00**
29 Architect . . . ~~242.00~~ **266.00**
30 Attorney-at-law . . . ~~303.00~~ **333.00**
31 Auctioneer . . . ~~152.00~~ **167.00**
32 Automobile race operator . . . ~~363.00~~ **399.00**
33 Bank, or loan and trust company . . . ~~303.00~~ **333.00**
34 **Bank, off premise ATM . . . 49.00**
35 Barber . . . ~~61.00~~ **67.00**

36	Each additional chair over two . . . 4.00
37	Beautician . . . 61.00 67.00
38	Each additional chair over two . . . 4.00
39	Bowling alley operator . . . 182.00 200.00
40	Broadcasting station . . . 303.00 333.00
41	Broker . . . 152.00 167.00
42	Car wash . . . 182.00 200.00
43	Certified public accountant . . . 242.00 266.00
44	Cesspool cleaner . . . 121.00 133.00
45	Chiropractor . . . 303.00 333.00
46	Clinical social worker . . . 93.00 102.00
47	Coin-operated amusement machine owner, per machine . . . 3.00
48	Coin-operated vending machine owner, per machine . . . 3.00
49	Coin-operated electronic video machine, per machine . . . 121.00 133.00
50	Commercial sign business . . . 121.00 133.00
51	Computer related services . . . 121.00 133.00
52	Consultant . . . 49.00 54.00
53	Day care operator:
54	Home based provider with six or fewer children . . . 0.00 25.00
55	Center or home provider with greater than six children . . . 49.00 54.00
56	Dental lab . . . 182.00 200.00
57	Dentist . . . 303.00 333.00
58	Distributor . . . 61.00 67.00
59	Drayperson or mover . . . 121.00 133.00
60	Eating establishment and/or eating establishment operator . . . 121.00 133.00
61	Employment agent . . . 121.00 133.00
62	Entertainer:
63	One--three entertainers per group . . . 49.00 54.00
64	Four--nine entertainers per group . . . 92.00 101.00
65	Ten or more . . . 121.00 133.00
66	Entertainment agent . . . 182.00 200.00
67	Finance or small loan agency . . . 242.00 266.00
68	Fitness Trainer . . . 67.00
69	Funeral director . . . 242.00 266.00
70	Gas, light, power, cable TV and telephone company . . . 908.00 999.00
71	General repairman . . . 61.00 67.00
72	Health spa or health club . . . 182.00 200.00
73	Hotel:
74	Per room . . . 9.00 10.00

75	Per suite . . .	12.00 13.00
76	Income tax consultant . . .	182.00 200.00
77	Incorporator . . .	121.00 133.00
78	Insurance adjustor office . . .	121.00 133.00
79	Itinerant merchant, per event . . .	40.00 44.00
80	Janitorial and cleaning service:	
81	One--three employees . . .	49.00 54.00
82	Four--nine employees . . .	92.00 101.00
83	Ten or more employees . . .	121.00 133.00
84	Landscape service company:	
85	One--three employees . . .	49.00 54.00
86	Four--nine employees . . .	92.00 101.00
87	Ten or more employees . . .	121.00 133.00
88	Laundry service operator:	
89	Primary facility . . .	121.00 133.00
90	Additional drop-off locations . . .	49.00 54.00
91	Linen supplier . . .	121.00 133.00
92	Manicurist . . .	31.00 34.00
93	Manufacturer's agent or representative . . .	121.00 133.00
94	Mercantile agency or collection agency . . .	121.00 133.00
95	Mobile home park, per space . . .	7.00 8.00
96	Motel, per room . . .	7.00 8.00
97	Motion picture theater . . .	182.00 200.00
98	Motor vehicle serviceman . . .	92.00 101.00
99	Nursing, rest or convalescent home . . .	182.00 200.00
100	Open market operator:	
101	First 20 spaces, per rented space . . .	22.00 24.00
102	21st--50th space, per rented space . . .	11.00 12.00
103	Each space over 50, per rented space . . .	6.00 7.00
104	Outdoor tables, per table . . .	6.00 7.00
105	Optometrist . . .	303.00 333.00
106	Outdoor music festival promoter . . .	1,210.00 1,331.00
107	Parking lot or garage operator . . .	61.00 67.00
108	Pawnbroker . . .	182.00 200.00
109	Pest control services . . .	92.00 101.00
110	Pharmacist . . .	182.00 200.00
111	Photographer . . .	121.00 133.00
112	Physical therapist . . .	182.00 200.00
113	Physician and/or surgeon . . .	303.00 333.00

114	Plant nursery and florist . . . 92.00 101.00
115	Podiatrist . . . 303.00 333.00
116	Pool table operator, per table . . . 61.00 67.00
117	Maximum fee . . . +83.00 201.00
118	Printer . . . +21.00 133.00
119	Private investigator agency . . . +82.00 200.00
120	Professional counselor . . . 61.00 67.00
121	Professional engineer . . . 242.00 266.00
122	Professional land surveyor . . . 242.00 266.00
123	Psychologist . . . 303.00 333.00
124	Public accountant . . . +82.00 200.00
125	Public stenographer . . . 37.00 41.00
126	Publisher . . . 303.00 333.00
127	Real estate broker, appraiser, and manager . . . +52.00 167.00
128	Real estate development corporation . . . 333.00
129	Real estate property manager:
130	One--three units managed . . . 49.00 54.00
131	Four--ten units managed . . . +21.00 133.00
132	Ten+ units managed . . . +21.00 133.00
133	Real estate salesperson or associated broker . . . 49.00 54.00
134	Rental service . . . +21.00 133.00
135	Sales representative . . . 49.00 54.00
136	School and educational service (nonvocational) . . . 61.00 67.00
137	School and educational service (vocational) . . . +21.00 133.00
138	Scientific laboratory . . . 242.00 266.00
139	Scrap and waste material service . . . +21.00 133.00
140	Secondhand dealer of precious metals . . . +21.00 133.00
141	Security service . . . +82.00 200.00
142	Self-service laundry or dry cleaner . . . +21.00 133.00
143	Shoe repairman . . . 49.00 54.00
144	Sound truck, per hour . . . 31.00 34.00
145	Tailor and garment service . . . 49.00 54.00
146	Taxicab or bus operator:
147	First vehicle . . . 25.00
148	Each additional vehicle . . . 25.00 28.00
149	Taxidermist . . . +21.00 133.00
150	Telephone answering service . . . +21.00 133.00
151	Television repairman . . . 92.00 101.00
152	Tourist home, per room . . . 7.00 8.00

153 Trailer park, per space . . . ~~7.00~~ **8.00**
154 Travel agency . . . ~~121.00~~ **133.00**
155 Veterinarian . . . ~~303.00~~ **333.00**
156 Warehouseman . . . ~~242.00~~ **266.00**
157 Wholesale news agency . . . ~~61.00~~ **67.00**

158 All other businesses not listed:

159 One--three employees . . . ~~49.00~~ **54.00**
160 Four--nine employees . . . ~~92.00~~ **101.00**
161 Ten--50 employees . . . ~~121.00~~ **133.00**
162 51--100 employees . . . ~~303.00~~ **333.00**

163 (2)Manufacturers and contractors shall pay a license fee at the rate of \$0.00046 of the
164 aggregate gross receipts; provided, however, that the minimum license shall be ~~\$121.00~~
165 **133.00.**

166 (3) Merchants and bottlers shall pay a license fee at the rate of \$0.00046 of the aggregate
167 gross purchases for resale; provided, however, that the minimum license fee shall be ~~\$61.00~~
168 **67.00.**

169 ADOPTED: *

170 **SYNOPSIS**

171 *This proposed ordinance updates business license fees in*
172 *accordance with the Revenue Manual. This includes a 10%*
173 *increase in business license fees, as well as the addition of three*
174 *license categories.*

175 Actions History

176 May 5, 2008 - Legislative, Finance, and Administration Committee
177 Mar 10, 2008 - Legislative, Finance, and Administration Committee

CITY OF DOVER ORDINANCE #2008-13

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3
4 That Chapter 46 - Fire Prevention and Protection, Article III - Fire Codes, Section 46-126 - Fire
5 Prevention Permit be amended as to add the following:

6 (e) *Final Inspections Fee.* A fee of \$50.00 shall be paid unto the city for all final inspections
7 conducted by the Fire Marshals Office for Certificate of Occupancy Inspections, Final
8 Building Inspections and Final Fire Protection acceptance tests. Fee is to be paid prior to the
9 inspection.

10 **BE IT FURTHER ORDAINED:**

11 That Chapter 46 – Fire Prevention and Protection, Article IV - Public Occupancies, Section 46-164
12 - Fees be amended by inserting the text indicated in bold, red and deleting the text indicated in red
13 strikeout as follows:

14 **Sec. 46-164. Fees.**

15 A person desiring the permit required by the provisions of this article shall pay the following
16 appropriate permit fee:

- 17 (1) Churches, ~~\$25.00~~ **\$50.00**;
- 18 (2) Civic auditoriums, ~~\$25.00~~ **\$50.00**;
- 19 (3) Clubhouses, \$50.00;
- 20 (4) Commercial auditoriums, ~~\$25.00~~ **\$50.00** for the first 200 seats and \$2.50 for
21 each additional 50 seats;
- 22 (5) Day care facilities **(Including home day care facilities)**, ~~\$25.00~~ **\$50.00**;
- 23 (6) Hospitals, nursing homes or rest homes, ~~\$5.00~~ **\$10.00** for the first ten rooms
24 and \$1.25 for each additional room;
- 25 (7) Mercantile (10,000 square feet of area or greater), ~~\$25.00~~ **\$50.00**;
- 26 (8) Outdoor public events, including but not limited to firework displays, carnivals,
27 and outdoor music concerts, ~~\$25.00~~ **\$50.00 (Fireworks Displays \$100.00)**;
- 28 ~~(9) Public office buildings, \$25.00;~~
- 29 ~~(10) Schools, \$25.00;~~
- 30 ~~(11) Theaters, \$25.00 for the first 200 seats and \$2.50 for each additional 50 seats.~~
- 31 **(9) Business Occupancies (10,000 square feet or greater) \$50.00**
- 32 **(10) Educational Occupancies \$50.00**
- 33 **(11) Assembly Occupancies (Occupant loads over 150 people) \$50.00**
- 34 **(12) Hotels, Motels, and Dormitories \$50.000**
- 35 **(13) Multi -Multi- Residential with more the 6 units, \$10.00 for the first 5 units**
36 **and \$1.25 for each additional room**

37 (14) Storage Occupancies (Over 10,000 square feet) \$50.00

38 (15) Lodging and Rooming House \$50.00

39 (B) Fire Protection Inspection Fee

40 (1) Fire Signaling System Inspection Fee. For each inspection of a fire alarm
41 signaling system located within the jurisdiction of the City of Dover, and
42 conducted by a licensed company pursuant to Delaware State Fire Prevention
43 Regulations, Part III Chapter 4, Section 4-8, 4-9, and 4-10, the licensed
44 company shall submit a copy of the certificate of inspection to the City of
45 Dover Fire Marshals Office, along with a non-refundable fee of \$25.00.

46 (2) Fire Suppression System Inspection Fee. For each inspection of a fire
47 suppression system located within the jurisdiction of the City of Dover Fire
48 Marshals Office, and conducted by a licensed company pursuant to Delaware
49 State Fire Prevention Regulations, Part III, Chapter 5, sections 5-8, 5-9, and 5-
50 10, the licensed company shall submit a copy of the certificate of inspection to
51 the City of Dover Fire Marshals Office, along with a non-refundable fee of
52 \$25.00.

53 BE IT FURTHER ORDAINED THAT

54 That Chapter 46 – Fire Prevention and Protection, Article IV - Public Occupancies, Section 46-168 -
55 Reinspection Fee be amended by inserting the text indicated in bold, red and deleting the text
56 indicated in red strikeout as follows:

57 (a) *Amount.* There is hereby created a reinspection fee of ~~\$25.00~~ **\$50.00** that shall be charged
58 for any repeated violation cited by the fire marshal, determined to be a violation and which
59 requires a followup inspection to confirm the correction of the violation.

60 ADOPTED: *

61 SYNOPSIS

62 *This proposed ordinance updates the fees charged under the*
63 *City's fire code. Specifically, it creates a new final inspection fee*
64 *fire protection inspection fee and updates the public occupancy*
65 *permit fees and reinspection fees.*

66 Actions History

67 May 5, 2008 - Legislative, Finance, & Administration Committee

68 Mar 10, 2008 - Legislative, Finance, & Administration Committee

69

CITY OF DOVER ORDINANCE #2008-14

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3 That Chapter 66 –Manufactured Homes and Trailers, be amended by inserting the text indicated in
4 bold, red and deleting the text indicated in red strikethrough as follows:

5 **Sec. 66-2. License.**

6 (a) *Required fee.* The owner of a mobile home shall obtain an annual license for it and shall
7 pay a fee of ~~\$45.00~~ **\$50.00** for such license.

8 (b) *Payment; penalties.* Such license shall be obtained and the license fee paid by July 1 of
9 each year and if such fee is not paid before August 1 of such year, then, in addition to any
10 penalty incurred pursuant to section 1-17, a penalty fee of ten percent per month shall accrue
11 on the unpaid balance of the license fee.

12 (c) *Moving into city.* Upon the moving of a mobile home into the city, such license shall be
13 obtained and the license fee paid within seven days. Payment of such license fee shall be
14 prorated on a quarterly basis for each fractional part of a year during which the mobile home
15 is in the city.

16 (d) *Sticker; where placed.* Once the annual license fee has been paid by the owner of a
17 mobile home, he shall be issued a sticker or other evidence of payment by the city manager
18 or his authorized agent. This sticker or other evidence of payment must be placed upon the
19 mobile home on the front of the mobile home facing the street on the righthand side when
20 facing said mobile home one foot up from the bottom of the skirting and one foot over from
21 the side of the mobile home.

22 ADOPTED: *

23 **SYNOPSIS**

24 *The proposed ordinance amends the manufactured home license fee in*
25 *accordance with the recommendations of the Revenue Manual.*

26 Actions History

- 27 May 5, 2008 - Legislative, Finance, and Administration Committee
28 Mar 10, 2008 - Legislative, Finance, and Administration Committee

CITY OF DOVER ORDINANCE #2008-15

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3 That Appendix A - Subdivisions, Article IV, Section A - Pre Application be amended by inserting
4 the text indicated in bold, red and deleting the text indicated in red strikeout as follows:

5 1. Following this step, the subdivider shall submit to the commission pre-application plans
6 and data as specified in Article V, Section A, with a filing fee of ~~\$200.00~~ **\$225.00**.

7 **BE IT FURTHER ORDAINED:**

8 That Appendix A - Subdivisions, Article IV, Section B - Preliminary Layout be amended by inserting
9 the text indicated in bold, red and deleting the text indicated in red strikeout as follows:

10 2. Application for conditional approval of the preliminary layout shall be submitted in
11 writing for a filing fee of ~~\$325.00~~ **\$400 plus \$15 per acre** by the subdivider to the
12 commission, together with the original and 20 prints of the preliminary layout, and other
13 specified documents at least 30 days prior to the meeting at which it is to be considered.

14 **BE IT FURTHER ORDAINED:**

15 That Appendix A - Subdivisions, Article IV, Section C - Plat be amended by inserting the text
16 indicated in bold, red and deleting the text indicated in red strikeout as follows:

17 3. Application for approval of the plat shall be submitted in writing by the subdivider to
18 the city planner, together with three prints of the plat and the plat review fee of ~~\$150.00~~
19 **\$165.00**, plus ~~\$65.00~~ **\$72.00** per acre for the first ten acres, ~~\$40.00~~ **\$44.00** per acre for the
20 next ten acres and ~~\$25.00~~ per acre for each acre thereafter. Plats for minor lot line
21 adjustments shall require a review fee of ~~\$100.00~~ **\$110.00**. Plats for minor subdivisions
22 shall require a review fee of ~~\$100.00~~ **\$150.00**.

23 ADOPTED: *

24 **SYNOPSIS**

25 *The proposed ordinance amends the fees associated with the*
26 *Subdivision Ordinance, in accordance with the recommendations*
27 *of the Revenue Manual.*

28 Actions History

29 May 5, 2008 - Legislative, Finance, and Administration Committee
30 Mar 10, 2008 - Legislative, Finance, and Administration Committee

CITY OF DOVER ORDINANCE #2008-16

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Appendix B - Zoning Ordinance, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option, be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

24.2 *Review process.* The planned neighborhood design option shall involve a three-step review and approval process. In the first step, the developer shall meet with the city council and present a general sketch plan and a statement documenting the project's compliance with the goals of the comprehensive plan for review. The general sketch plan shall reflect the general layout of streets, open space, and housing areas and types. Each application for a general sketch plan review shall be accompanied by a fee of ~~\$100.00~~ **\$110.00**. The city council shall determine whether the proposed project is of such a design and type that it warrants further review by the planning commission. If the city council determines that further review is warranted, the second step shall be the conditional use review process which involves the submission of a conceptual plan which conforms in content to the design standards and requirements specified in subsections 24.5 and 24.6 of this section, as well as the plan submission requirements of subsection 24.8 of this section and article 10, section 1.6 of the zoning ordinance [this appendix]. Depending upon the type of development proposed, the following additional requirements shall apply:

BE IT FURTHER ORDAINED:

That Appendix B - Zoning Ordinance, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option, be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

24.81 Each application for a conditional use plan approval shall be accompanied by a fee of ~~\$200.00~~ **\$225.00**, plus ~~\$10.00~~ **\$12.00** per acre.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning Ordinance, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option, be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

24.91 Each application for a preliminary plan approval shall be accompanied by a fee of ~~\$325.00~~ **\$400.00**, plus \$20.00 per acre.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning Ordinance, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option, be amended by inserting the text indicated in bold, red and deleting the text indicated in red strikethrough as follows:

36 24.101 Each application for a preliminary plan approval shall be accompanied by a
37 fee of ~~\$250.00~~ **\$300.00**.

38 **BE IT FURTHER ORDAINED:**

39 That Appendix B - Zoning Ordinance, Article 8 - Enforcement and Penalties, Section 2 - Certificates
40 of Occupancy, be amended by inserting the text indicated in bold, red and deleting the text indicated
41 in red strikeout as follows:

42 2.4 Every application for a certificate of occupancy or a temporary certificate of
43 occupancy shall be accompanied by a fee, payable to the City of Dover, computed as
44 follows: For all properties zoned single-family residential, the fee shall be ~~\$40.00~~
45 **\$50.00**; for all other property in other zoning classifications, other than single-family
46 residential, the fee shall be ~~\$40.00~~ **\$50.00** for the first 20,000 square feet of building area,
47 plus the sum of ~~\$10.00~~ **\$12.50** for each additional 10,000 square feet of building area in
48 excess of the first 20,000 square feet or multiple thereof.

49 **BE IT FURTHER ORDAINED THAT:**

50 That Appendix B - Zoning Ordinance, Article 9 - Board of Adjustment, Section 3 - Procedure, be
51 amended by inserting the text indicated in bold, red and deleting the text indicated in red
52 strikeout as follows:

53 3.5 All appeals and applications made to the board of adjustment shall be in writing, on
54 forms prescribed by the board and approved by the planning commission. All variance
55 requests for residential uses shall be accompanied by a fee of \$200.00. All variance requests
56 for nonresidential uses shall be accompanied by a fee of ~~\$300.00~~ **\$500.00**. All appeals from
57 an order, requirement, decision or determination made by an administrative official, board
58 or agency of the city shall be accompanied by a fee of \$200.00. The board of adjustment may,
59 in its discretion, return to the applicant part or all of the fee paid by him in the event that his
60 appeal under section 2.1 (interpretation) hereof is partially or wholly successful. The fees
61 filed in connection with applications under section 2.2 (variances) shall not be returnable,
62 regardless of disposition of the case by the board. **An additional fee of \$200.00 shall be**
63 **applicable for applications postponed at the applicant request.**

64 **BE IT FURTHER ORDAINED THAT:**

65 That Appendix B - Zoning Ordinance, Article 10 - Planning Commission, Section 1 - Approval
66 of Conditional Uses, be amended by inserting the text indicated in bold, red and deleting the text
67 indicated in red strikeout as follows:

68 1.52 Each application for a conditional use permit shall be accompanied by a fee of ~~\$325.00~~
69 **\$400.00**, plus \$15.00 per acre of the area or multiple thereof involved in the application.

70 **BE IT FURTHER ORDAINED THAT:**

71 That Appendix B - Zoning Ordinance, Article 10 - Planning Commission, Section 2 - Site
72 Development Plan Approval, be amended by inserting the text indicated in bold, red and deleting
73 the text indicated in red strikeout as follows:

74 2.45[Fees.] If, as a result of the presubmission conference as described in

75 [sub]section 2.41 of this ordinance, it is determined that the proposed uses or
76 development is of a type that would be reviewed by the planning commission and
77 approval or disapproval of the application given by that body, the application for site
78 development plan approval shall be submitted, in triplicate, to the building inspector,
79 on forms approved by the planning commission, at least 30 days prior to the planning
80 commission meeting at which approval is to be requested. The application for site
81 development plan approval shall be accompanied by a fee of ~~\$325.00~~ **\$400.00 plus**
82 **\$15.00 per acre**. Applications for administrative site plans shall be accompanied by
83 a fee of ~~\$125.00~~ **\$150.00**.

84 ADOPTED: *

85 SYNOPSIS

86 *The proposed ordinance would update the fees in the Zoning*
87 *Ordinance in accordance with the recommendations of the*
88 *Revenue Manual. This includes the fees for conditional use*
89 *applications, site development plan applications, Board of*
90 *Adjustment applications, and certificates of occupancies.*

91 Actions History

92 May 5, 2008 - Legislative, Finance, & Administration Committee
93 Mar 10, 2008 - Legislative, Finance, & Administration Committee