



# Travis County Commissioners Court Agenda Request

**Meeting Date:** August 21, 2012

**Prepared By:** Stacey Scheffel, Permit Program Manager **Phone #:** 854-7565

**Division Director/Manager:** Anna Bowlin, Division Director Development Svcs.

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** County Judge Samuel T. Biscoe

**AGENDA LANGUAGE:** Consider and take appropriate action on fee increase proposals by the Transportation and Natural Resources Department for the use of the **MyPermitNow web-based permitting application.**

## **BACKGROUND/SUMMARY OF REQUEST:**

TNR's Permit customers have requested the ability to apply for permits online. They also want to be able to track permit progress, request inspections, and view permit records online. TNR's existing permitting software is not capable of this.

MyPermitNow is a web-based permitting application that was developed by Louisiana's South Central Planning and Development Commission (SCPDC) in response to the higher levels of plan review and permit tracking that became mandatory in the wake of Hurricane Katrina. In corporation with SCPDC, the Capital Area Council of Governments (CAPCOG) is offering MyPermitNow to local governments within its ten county region. MyPermitNow allows customers to apply for permits online and receive automatic phone and/or e-mail alerts at permit and inspection milestones. It would allow County staff to do digital plan review and mobile field inspections. It allows multiple users to review documents simultaneously. The system features real time back-up of records in multiple states. In addition to making the permitting process customer friendly, it has the potential to streamline every aspect of the County's permitting, enforcement, and platting processes from intake to inspection to record keeping. On July 3, 2012 (Item 15), Commissioners Court approved the interlocal agreement with SCPDC for the use of MyPermitNow for TNR and the Fire Marshal's office.

MyPermitNow has little to no up front costs. The fee for the service is a flat monthly fee based on yearly permit volume. In an average year, the fee for Travis County would be \$3,166.67 per month or \$38,000 per year. TNR proposes to pass the cost on to permit customers by increasing fees by \$10 an application. In an average year, the County could expect \$65,000 in revenue to pay for the service and equipment upgrades for staff.

**STAFF RECOMMENDATIONS:**

TNR staff recommends increasing land development related review fees by \$10 per application in order to recoupe the cost for the use of the MyPermitNow web-based permitting system. TNR proposes that the fee increase go into effect November 1, 2012 to coincide with the expected launch of MyPermitNow for Travis County.

**ISSUES AND OPPORTUNITIES:**

TNR's Permit customers have requested the ability to apply for permits online. They also want to be able to track permit progress, request inspections, and view permit records online. TNR's existing permitting software is not capable of this. TNR staff has unofficially polled permit applicants and most are willing to pay a small increase in land development related fees for a customer friendly web-based permitting system.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

MyPermitNow has little to no up front costs. The fee for the service is a flat monthly fee based on yearly permit volume. In an average year, the fee for Travis County would be \$3,166.67 per month or \$38,000 per year. TNR purposes to pass the cost on to permit customers by increasing fees by \$10 per application. In an average year, the County could expect \$65,000 in revenue to pay for the service and equipment upgrades for staff.

**ATTACHMENTS/EXHIBITS:**

Proposed Fee Schedule

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	854-4239
Steve Manilla	County Executive	TNR	854-9429
Anna Bowlin	Division Director Development Services	TNR	854-7561

**CC:**

Isabelle Lopez	Financial Analyst	TNR	854-7675
Julie Joe	Assit. County Attny.	County Attny.	854-4835
Stacey Scheffel	Permit Program Manager	TNR	854-7565

**SM:AB:ss**

**1101 - Development Services - 1105/1705/1505**



**TRANSPORTATION AND NATURAL RESOURCES  
PROPOSED FEE SCHEDULE**

Proposed Land Development Review Fees		
DESCRIPTION	FEE CHARGE	FEE CHARGE
<b>FLOODPLAIN PERMITS-PRIVATE DEVELOPMENT</b>		
	<b>Existing</b>	<b>Proposed</b>
➤ "A" Residential < 1 acre	\$50 per application	\$60 per application
➤ "A" Residential > 1 acre	\$50 per application	\$60 per application
➤ "B" Residential < 1 acre	\$105 per application	\$115 per application
➤ "B" Residential > 1 acre	\$105 per application	\$115 per application
➤ Non-Residential (flat fee + \$1.35 per \$1,000 of Const. Valuation)*	\$45 per application	\$55 per application
<i>*In the ETJ of the City of Austin, the applicant pays \$55.00 per permit application for Subdivision Construction plan Non-Residential permits. For all other Non-Residential Permits, fee listed above applies.</i>		
<b>SUBDIVISION FEES</b>		
	<b>Existing</b>	<b>Proposed</b>
<b>Long Form Plat Applications</b>		
➤ <b>Preliminary Plan Review</b>		
➤ Processing Fee for Plats 10 acres or less (ALL ZONES)	\$300 per plat (minimum fee)	\$310 per plat (minimum fee)
➤ Desired Development Zone, no RSMP	\$46 per acre	\$46 per acre
➤ Desired Development Zone, with RSMP	\$33 per acre	\$33 per acre
➤ Drinking Water Protection Zone, no RSMP	\$30 per acre	\$30 per acre
➤ Drinking Water Protection Zone, with RSMP	\$17 per acre	\$17 per acre
➤ Non City of Austin ETJ	\$38 per acre	\$38 per acre
➤ <b>Final Plat Review</b>		
➤ Desired Development Zone, no RSMP	\$51 per acre	\$10+51 per acre
➤ Desired Development Zone, with RSMP	\$36 per acre	\$10+36 per acre
➤ Drinking Water Protection Zone, no RSMP	\$31 per acre	\$10+31 per acre
➤ Drinking Water Protection Zone, with RSMP	\$17 per acre	\$10+17 per acre
➤ Non City of Austin ETJ	\$40 per acre	\$10+40 per acre
➤ <b>Residential Lot Review</b>		
➤ Desired Development Zone, no RSMP	\$66 per lot	\$66 per lot
➤ Desired Development Zone, with RSMP	\$47 per lot	\$47 per lot
➤ Drinking Water Protection Zone, no RSMP	\$40 per lot	\$40 per lot
➤ Drinking Water Protection Zone, with RSMP	\$22 per lot	\$22 per lot
➤ Non City of Austin ETJ	\$54 per lot	\$54 per lot
➤ <b>Construction Inspection – Non City of Austin ETJ only</b>	\$1.25 per linear foot	\$1.25 per linear foot
➤ <b>Commercial Lot Review – All areas within Travis County</b>	\$1,600 per plat	\$1,600 per plat

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PROPOSED FEE SCHEDULE**

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**TRANSPORTATION AND NATURAL RESOURCES  
PROPOSED FEE SCHEDULE**

DESCRIPTION	FEE CHARGE	FEE CHARGE
	Existing	Proposed
<b>SUBDIVISION FEES (continued)</b>		
<b>Long Form Plat Applications (continued)</b>		
➤ <b>Construction Review</b>		
➤ Desired Development Zone, no RSMP	\$40 per acre + \$52 per lot	\$40 per acre + \$52 per lot
➤ Desired Development Zone, with RSMP	\$22 per acre + \$29 per lot	\$22 per acre + \$29 per lot
➤ Drinking Water Protection Zone, no RSMP	\$40 per acre + \$52 per lot	\$40 per acre + \$52 per lot
➤ Drinking Water Protection Zone, with RSMP	\$22 per acre + \$29 per lot	\$22 per acre + \$29 per lot
➤ Non City of Austin ETJ	\$38 per acre + \$54 per lot	\$38 per acre + \$54 per lot
<b>Short Form Plat Applications</b>		
➤ Final Plat Review (per plat + per lot fee)		
➤ Desired Development Zone, no RSMP	\$150 per plat + \$1,298 per lot	\$160 per plat + \$1,298 per lot
➤ Desired Development Zone, with RSMP	\$150 per plat + \$826 per lot	\$160 per plat + \$826 per lot
➤ Drinking Water Protection Zone, no RSMP	\$150 per plat + \$807 per lot	\$160 per plat + \$807 per lot
➤ Drinking Water Protection Zone, with RSMP	\$150 per plat + \$335 per lot	\$160 per plat + \$335 per lot
<b>Short Form Plat Applications -Non City of Austin ETJ</b> <i>(effective 2/10/09 for subdivisions outside of the City of Austin ETJ)</i>		
➤ Basic Plat Review	\$2,820 per plat	\$2,830 per plat
➤ Floodplain Onsite or on Adjacent Boundary Street	\$144 per plat	\$144 per plat
➤ Density Greater than Surrounding Area	\$72 per plat	\$72 per plat
➤ Land Use Different than Surrounding Area	\$72 per plat	\$72 per plat
➤ Variance Require	\$54 per plat	\$54 per plat
<b>Plat Revision Applications</b>		
➤ <b>Amendments</b>		
➤ Desired Development Zone, no RSMP	\$720 per lot	\$730 per lot
➤ Desired Development Zone, with RSMP	\$452 per lot	\$462 per lot
➤ Drinking Water Protection Zone, no RSMP	\$341 per lot	\$351 per lot
➤ Drinking Water Protection Zone, with RSMP	\$124 per lot	\$134 per lot
➤ Non City of Austin ETJ	\$400 per lot	\$410 per lot
<b>Vacations/Public Utility Easements</b>		
	\$315 per application	\$325 per application
<b>Vacations/ROW &amp; Drainage Easements</b>		
	\$680 per application	\$690 per application
<b>Driveway (Curb/Gutter)</b>		
	\$55 per application	\$65 per application
<b>Driveway (Rural)</b>		
	\$55 per application	\$65 per application
<b>Remediation Fees (New fee 12/19/06)</b>		
➤ Remove and Reinstall Curb Ramp	\$3,000 each	\$3,000 each
➤ Remove and Reinstall Driveway	\$10,000 each	\$10,000 each
➤ Remove and Install 4' Wide Sidewalk	\$50 per linear foot	\$50 per linear foot
➤ Modify Sidewalk	\$200 each	\$200 each
➤ Modify Crosswalk	\$5,000 each	\$5,000 each



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/21/2012

**Prepared By/Phone Number:** Debbie Ties – 854-6472

**Elected/Appointed Official/Dept. Head:** Hershel Lee, Fire Marshal

**Commissioners Court Sponsor:** Judge Sam Biscoe

**AGENDA LANGUAGE:** CONSIDER AND TAKE APPROPRIATE ACTION ON FEE INCREASE PROPOSALS BY THE FIRE MARSHAL'S OFFICE FOR THE USE OF THE MYPERMITNOW WEB BASED PERMITTING APPLICATION.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** The Fire Marshal's Office is seeking an efficient way to streamline the permit application and inspection process. We believe an on line permitting process will improve our efficiency. MyPermitNow.org will serve as an online way for applicants to submit a permit application, plans and view all information concerning their plan review and inspection status. Customers can schedule their inspections, check the status of an inspection, and view the inspection report online. The customer account can also be set up to issue alerts by email or phone when aspects of the permitting process are complete or need attention. There are several benefits for applicants. One project can require numerous permits thus requiring several trips to our office for submittals and resubmittals. Several emails and phone calls are made for status updates. Submitting plans and plan changes online would eliminate the need to drive to our office or send a courier to our office with each submittal/resubmittal, expedite the review process and provide a record of all information and downloadable copies of all reports.

The total fee for Travis County for this service will be \$38,000 per year. The Fire Marshal portion of this amount is approximately \$3,100. We are requesting fee increases for each permit application of \$10 to help cover this cost. Last year our office averaged 207 permit applications and this year to date 344.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**STAFF RECOMMENDATIONS:** The Fire Marshal recommends that all permit and service fees be increased by \$10 starting November 1, 2012 when the MyPermitNow program will be implemented in Travis County.

**ISSUES AND OPPORTUNITIES:** The public will have the opportunity to be more proactive in following the progress of their plan review or inspection. Those applicants opting not to use this online service would still be able to submit in person.

**FISCAL IMPACT AND SOURCE OF FUNDING:** No upfront costs. The fee for Travis County will be \$38,000 each year or \$3,166.67 a month. If the \$10 fee increase is approved, an average of \$2,000 - \$3,000 in revenue could be used to pay for Travis County Fire Marshal's portion of the service.

**Attachments:** Proposed Fee Schedule

**REQUIRED AUTHORIZATIONS:**

**Hershel Lee**

**Danny Hobby**

**Cheryl Aker**

**Commissioners Court**

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# TRAVIS COUNTY FIRE MARSHAL'S OFFICE

5555 AIRPORT BLVD., SUITE 400, AUSTIN, TEXAS 78751  
 P. O. Box 1748, AUSTIN, TEXAS 78767  
 (512) 854-4621, FAX (512) 854-6471



## TRAVIS COUNTY CODE TABLE 71-A

<b>BUILDING PERMITS</b>		
Building Permit fees must be paid when the permit application is submitted. The Travis County Fire Marshal's Office can accept a business check, money order or cashier's check. Please make checks payable to the Travis County Fire Marshal's Office.		
<b>PERMIT</b>	<b>SCOPE</b>	<b>PERMIT FEE</b>
<b>Building Permit</b>	<p>A Building Permit is required to construct a new commercial or public structure in unincorporated Travis County. A Building Permit is required to substantially alter, enlarge, repair, move, remove, demolish or convert for use as a commercial establishment or public structure in unincorporated Travis County.</p> <p>The Valuation Table sets a standard for the cost basis of a project. The values in the 2003 International Code Council's Building Valuation Table are comparable to the costs of projects reviewed between 2007 and 2009 provided as an estimated cost of construction by applicants. Costs in subsequent Building Valuation Tables appear to overstate cost in Central Texas. The 2003 Building Valuation Table better reflects cost in Central Texas.</p>	<p>The fee is based on the total cost of the construction project using the 2003 International Code Council valuation data table attached at the end of Table 71-A.</p> <p><u>For projects valued at less than \$200,000</u>, the fee is \$760.00.</p> <p><u>For projects valued at \$200,000 but less than \$1,000,000</u>, the fee is \$760.00 for the first \$200,000 plus \$1.75 per \$1,000, or fraction thereof, for the value over \$200,000.</p> <p><u>For projects valued at \$1,000,000 but less than \$5,000,000</u>, the fee is \$2,710 for the first \$1,000,000 plus \$1.00 for every \$1,000, or fraction thereof, for the value over \$1,000,000.</p> <p><u>For projects valued at \$5,000,000 or more</u>, the fee is \$10,150 for first \$5,000,000 plus \$0.50 for every \$1,000, or fraction thereof, for the value over \$5,000,000.</p>
<b>Special Project</b>	<p>A Building Permit is required to substantially alter, enlarge, repair, move, remove, demolish or convert for use a special project in unincorporated Travis County. Special projects include marinas, outdoor recreation areas, outdoor flea markets and similar facilities.</p>	<p>The fee is \$510.00 plus \$52.00 per hour for plans review and inspections. Travel time will be incorporated when calculating this fee.</p>
<b>Express Permit</b>	<p>An Express Permit covers the addition of small structures to a site with a previously issued permit.</p>	<p>The fee is \$110.00 per structure.</p>
<b>Site Plan</b>	<p>Review of a site plan which is not associated with a building permit.</p>	<p>\$52.00 per hour with a four hour minimum. Travel time will be incorporated when calculating this fee.</p>



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## TRAVIS COUNTY CODE TABLE 71-A

### CONSTRUCTION PERMITS

A construction permit is required for installation of, or modification to, the following systems. Permit fees must be paid when the permit application is submitted. The Travis County Fire Marshal's Office can accept a business check, money order or cashier's check. Please make checks payable to the Travis County Fire Marshal's Office.

PERMIT	SCOPE	PERMIT FEE
<b>Automatic Fire-Extinguishing Systems</b>	An automatic fire-extinguishing system. An automatic fire-extinguishing system will include kitchen suppression systems, halon, dry chemical, wet chemical, clean agent and similar systems. A separate permit is required for each system.	\$270.00
<b>Fire Alarm and Detection Systems</b>	A fire alarm and detection system.	The fee is based upon the number of initiating or signaling devices included in the system. For systems with 100 or fewer devices, the fee is \$270.00. For systems with 101 or more devices the fee is \$270.00 plus \$0.50 for each device in excess of 100. The maximum fee is \$2,000.00
<b>Fire Pump System</b>	A fire pump system.	\$270.00
<b>Fire Sprinkler System.</b>	A fire sprinkler system. A system is defined as a single riser and control valve. Fire sprinklers associated with a kitchen suppression system shall be permitted as an automatic fire extinguishing system. Multiple fire sprinkler risers in multi-story buildings require multiple inspections.	The fee is based upon the number of sprinklers included in each riser/system. For risers/systems with 200 or fewer sprinklers the fee is \$270.00 For risers/systems with 201 or more sprinklers, the fee is \$270.00 plus \$0.50 for each sprinkler in excess of 200. The maximum fee is \$2,000.00 per system.
<b>Fire Standpipe System</b>	A fire standpipe system. Combination sprinkler/standpipe systems shall be permitted as a fire sprinkler system.	\$270.00

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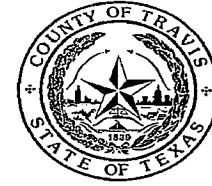


## TRAVIS COUNTY CODE TABLE 71-A

<b>CONSTRUCTION PERMITS, CONTINUED</b>		
<b>Private Water Supply</b>	<p>A private fire protection water supply system. This permit applies to private fire hydrants and water storage tanks installed for private fire protection.</p> <p>When a commercial or public building is built without a public water supply utilizing dry hydrants, cisterns, tanks, etc. This fee is for reviewing plans for these systems and inspecting the system once the public water supply is installed.</p>	\$270.00
<b>Underground Fire Line</b>	<p>An underground fire line. An underground fire line is the underground piping associated with the installation of a fire sprinkler and/or standpipe system. Underground lines serving fire hydrants shall be permitted as a private water supply.</p> <p>A special license is required for installation of underground fire lines because above ground fire sprinklers and the underground fire lines are not always installed by the same installer because of license requirements or separate bids. In addition, an underground fire sprinkler line must be inspected before covered over and a two hour hydrostatic test is also required.</p>	\$270.00
<b>Tank Installation</b>	<p>An aboveground or underground storage tank designed to contain compressed gases, cryogenic fluids, flammable or combustible liquids, hazardous materials or LPG.</p>	\$270.00 for each tank or set of tanks located within a single containment system

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## TRAVIS COUNTY CODE TABLE 71-A

### CONSTRUCTION PERMIT SERVICE FEES

Service fees must be paid before the service is scheduled.  
 The Travis County Fire Marshal's Office can accept a business check, money order or cashier's check.  
 Please make checks payable to the Travis County Fire Marshal's Office.  
 Travel time is included in determining the service fees with a two hour minimum charge.

SERVICE	SCOPE	SERVICE FEE
<b>After Hours Inspection</b>	This fee covers inspections conducted at the request of a contractor, or owner's representative, at times other than normal working hours. Normal working hours range from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding County holidays.	An after hours inspection is billed at \$78.00 per hour with a two hour minimum. Travel time will be incorporated when calculating this fee.
<b>Duplicate Permit</b>	This fee covers the issuance of duplicate permits	\$10.00
<b>Pre-Development Review</b>	A pre-development review includes meetings, site visits, and other functions conducted prior to formal submission of construction plans.	The first two pre-development functions will be conducted at no charge to the project. Additional meetings will be billed at \$52.00 per hour. Travel time will be incorporated when calculating this fee.
<b>Reinspection</b>	This fee covers reinspection of any building, or retest of any system, due to failure of the previous inspection or test. A reinspection will also be required when approved plans are not on-site at the time of the scheduled inspection.	Reinspections will be billed at \$52.00 per hour with a two hour minimum. Travel time will be incorporated when calculating this fee.
<b>Rescheduling</b>	This fee is required when an appointment for an inspection is cancelled less than 4 hours prior to the appointment time.	\$52.00
<b>Standby Personnel</b>	This fee covers the cost of providing standby personnel to perform fire watch and public safety functions.	Standby personnel scheduled during normal working hours will be billed at \$52.00 per hour with a two hour minimum. Standby personnel scheduled outside normal working hours will be billed at \$78.00 per hour with a two hour minimum. Travel time will be incorporated when calculating these fees.



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## TRAVIS COUNTY CODE TABLE 71-A

<b>INSPECTION FEES</b>		
Inspection fees must be paid before the inspection is scheduled. The Travis County Fire Marshal's Office can accept a business check, money order or cashier's check. Please make checks payable to the Travis County Fire Marshal's Office.		
<b>PERMIT</b>	<b>SCOPE</b>	<b>PERMIT FEE</b>
<b>Adoption</b>	Inspection of a residence when required as a condition for adoption of a child or infant.	No fee for this inspection
<b>Day Care</b>	Inspection of a day care facility classified by the County Fire Code as either Educational or I-4 occupancy. This includes after-school, part-time and full-time facilities.	\$62.00 for a facility with an occupant load less than 50. \$114.00 for a facility with an occupant load of 50 or more.
<b>Foster Care</b>	Inspection of a residence when required as a condition for use as a foster home facility.	No fee for a facility with not more than 3 children in foster care \$62.00 for a facility with more than 3 children in foster care
<b>Licensing</b>	Inspection of a facility when required as a condition of a license not listed above and issued by a governmental agency.	\$114.00 for a facility with an occupant load less than 50 \$218.00 for a facility with an occupant load of 50 or more For a facility with an occupant load of 500 or more, or a facility with multiple buildings, the fee is determined by time required for the inspection at the rate of \$52.00 per hour with a four-hour minimum. Travel time will be incorporated when calculating this fee.
<b>Requested</b>	Requested inspection of a facility not addressed by another permit in this fee schedule.	\$114.00 for a facility with an occupant load less than 50 \$218.00 for a facility with an occupant load of 50 or more For a facility with an occupant load of 500 or more, or a facility with multiple buildings, the fee is determined by time required for the inspection at the rate of \$52.00 per hour with a four-hour minimum. Travel time will be incorporated when calculating this fee.

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<b>After Hours Inspection</b>	This fee covers inspections conducted at the request of a contractor, or owner's representative, at times other than normal working hours. Normal working hours range from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding County holidays.	An after hours inspection is billed at \$78.00 per hour with a two hour minimum. Travel time is incorporated when calculating this fee.
<b>Duplicate Permit</b>	This fee covers the issuance of duplicate permits	\$10.00
<b>Reinspection</b>	This fee covers reinspection of any building, or retest of any system, due to failure of the previous inspection or test. A reinspection will also be required when approved plans are not on-site at the time of the scheduled inspection.	Reinspections will be billed at \$52.00 per hour with a two hour minimum. Travel time is incorporated when calculating this fee.
<b>Rescheduling</b>	This fee is required when an appointment for an inspection is cancelled less than 4 hours prior to the appointment time.	\$52.00