COUNTY DEPARTMENT AGENDA REQUEST

Department:	Permits and Inspections	Presenter(s):	Joe Scarborough
Meeting Date:	Wednesday, February 3, 2010	Type of Request:	New Business

Wording for the Agenda:

Discussion by Permits and Inspections Department of establishing a fee schedule for Demolition Permits and Notice of Violation Permits. Currently, there are no fees associated with these permit types.

Background/History/Details:

The time and resources necessary to process a Demolition Permit and inspect for completion of the project are considerable. Most structures being demolished were constructed previous to 1978. Georgia law requires these structures to be inspected for asbestos and lead paint contamination previous to issuing a Demolition Permit. Staff must contact EPD to schedule the inspection, insure a licensed clean-up crew oversees the removal, require documentation of completion of the project, then issue a demolition permit to the contractor/ homeowner and reinspect to insure the demolition is complete. This project may be ongoing for several days/weeks and require numerous inspections by our Department. Currently, there are no fees associated with these activities.

Fayette County has adopted the International Property Maintenance Code which our Department enforces. When Permits and Inspections receives a complaint from a citizen/Marshal's Office/Inspector, the property is inspected for Code compliance and issued a Notice of Violation. A Notice of Violation permit must be created and copies of the Notice of Violation, letter to the homeowner, and pictures of the violations included in the file. All information is copied to the Marshal's Office. To be in compliance with the "duly served" requirement of Georgia law, the letter to the homeowner must be sent certified mail ($5.54). A re-inspection of the property is required when clean-up is completed or the Marshal's are directed to issue citations. My attendance is required in court when citations are issued. As noted, no fees are assessed and Departmental costs are substantial.

What action are you seeking from the Board of Commissioners?

Permits and Inspections is requesting consideration from the Board of Commissioners of implement a permitting fee to be charged for each Demolition Permit and Notice of Violation Permit issued to help offset costs incurred by our Department.

If this item requires funding, please describe:

Not Applicable

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

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Justification of Fees Associated with Demolition Permit and Notice of Violation Permit

Demolition Permit:

1. Perform site visit, issue Stop Work Order and Notice of Violation if demolition has begun previous to obtaining a Demolition Permit. This would be the procedure when responding to a complaint. Drive time, inspection, and posting of SWO and NOV, and taking photos of violations will account for approximately 1 Interim Director hour @ $27.80 per hour.
2. If asbestos is present or suspected, EPD is notified and an inspection is requested. The results are faxed to Permits and Inspections. If no asbestos is present, the contractor/homeowner is issued a Demolition Permit. If asbestos is found, confirmation of clean up from EPD must be provided to our office. At that point we are allowed to issue a Demolition Permit. Creating a permit, scanning and attaching all documents, pictures, and issuing the permit will account for approximately 1 Permit Technician hour @ $18.75 per hour.
3. After all demolition is complete, an inspection is performed to insure all water, gas, and electrical services are properly terminated, and that all debris is removed and all disturbed landscape is seeded and strawed. Drive time, final inspection, and closing file in Energov will account for approximately 1 Interim Director hour @ $27.80 per hour. Actual costs associated with a Demolition Permit are $46.55 to $74.35.

Notice of Violation Permit:

1. Drive time to the location in response to a complaint, initial inspection of property, taking photos of noted violations, and posting property with a Notice of Violation will account for approximately 1 Interim Director hour @ $27.80 per hour.
2. Creation of Notice of Violation permit, scanning copies of the NOV, photos, and letter to homeowner to the file. Then forwarding all information to the Marshal's office will account for approximately 1 Interim Director hour @ $27.80 per hour.
3. Sending a copy of the NOV and letter to the homeowner costs the Department $5.54.
4. Re-inspection of the property when violations are completed or, if there has been no response from the homeowner within the time specified, a re-inspection is performed and the Marshal's are directed to issue citations for non-compliance. Drive time, re-inspection, and request for citations account for approximately 1 Interim Director hour @ $27.80 per hour.
5. Citations require a court appearance which accounts for approximately 2 Interim Director hours @ $27.80 per hour ($55.60). Actual costs associated with a Notice of Violation Permit are $88.94 for compliance and $144.54 if a court appearance is required.

These estimated costs to our Department do not include fuel costs, vehicle wear, or insurance.