



ARLINGTON COUNTY, VIRGINIA

County Board Agenda Item
Meeting of September 8, 2007

DATE: August 23, 2007

SUBJECT: Adopt the attached Ordinance to amend, reenact and recodify Chapter 3, Building Code; Chapter 7, Electrical Code; and Chapter 18, Plumbing and Gas Codes of the Code of Arlington County, Virginia, to increase fees charged for building and trade permits. Adopt the attached Ordinance to amend Section 36, Administration and Procedures of the Arlington County Zoning Ordinance, to increase zoning fees.

C. M. RECOMMENDATION:

1. Adopt the attached Ordinance to amend, reenact and recodify Chapter 3, Building Code; Chapter 7, Electrical Code; and Chapter 18, Plumbing and Gas Codes of the Code of Arlington County, Virginia, to increase fees charged for building and trade permits.
2. Adopt the attached Ordinance to amend Section 36, Administration and Procedures of the Arlington County Zoning Ordinance, to increase fees charged for zoning and related reviews and permits.
3. Appropriate \$4,782,581 from increased fees charged for construction and related permits to the Inspection Services Division (101.72201 and 101.72203) to achieve improved customer service levels through implementation of an Enterprise Fund.
4. Appropriate \$527,515 from increased fees charged for the Zoning Administration Program to the Planning Division (101.72102) to achieve improved customer service levels through implementation of an Enterprise Fund.
5. Authorize 20.0 FTE permanent county-funded positions in the Inspections Services Division (16.0 FTEs) and in the Planning Division's Zoning Administration Program (4.0 FTEs) to achieve improved customer service levels through implementation of an Enterprise Fund.

County Manager: _____

County Attorney: _____

Staff: Shahriar Amiri, CBO, CPHD
Robert Brosnan, Planning Dir., CPHD
Paul Culver, DES
Cynthia Hernan, Admin. Chief, CPHD

6. Convert 15.0 FTE currently budgeted over-strength/limited-term positions to permanent county-funded positions in the Inspection Services Division (12.0 FTEs) and in the Planning Division (3.0 FTEs).
7. Appropriate \$118,372 from increased fees charged for construction and related permits (101.350900) to the General Fund transfer to the Auto Fund (101.455009.91107) for the purchase of five (5) new vehicles (4-Inspection Services Division and 1-Planning Division's Zoning Administration Program).
8. Appropriate \$118,372 from a transfer from the General Fund (609.398000.43124) to the Auto Fund (609.486012.43124).
9. Appropriate \$451,450 from increased fees charged for the Current Planning Section (101.72103) to the Planning Division (101.72101) to achieve improved customer service levels in response to increases in development.
10. Authorize 5.0 FTE permanent county-funded positions in the Planning Division's Current Planning Section to achieve improved customer service levels in response to increases in development.
11. Appropriate \$342,931 from the increased fees charged for permits and reviews, \$242,931 (101.341106.41105) and \$100,000 (101.322100.43501) to the FY 2008 DES Transportation Division, Development Services Bureau (\$240,750 to 101.41105) and Transportation Engineering and Operations Bureau (\$102,181 to 101.41182). The fees and expenses assumptions are partial year, starting on or after October 1, 2007.
12. Authorize 6.0 FTE permanent county-funded positions in the DES Transportation Division, Development Services Bureau (4.0 FTEs) and Transportation Engineering and Operations Bureau (2.0 FTEs).
13. Appropriate \$24,000 from increased DES plan review fees (101.350900.91102) to the General Fund transfer to the Auto Fund (101.455009.91107) for the purchase of one new vehicle.
14. Appropriate \$24,000 from a transfer from the General Fund (609.398000.43124) to the Auto Fund (609.486012.43124).

ISSUES: Should building, trade, zoning and other development-related fees be increased to support the full cost recovery of operations to improve performance and deliver a higher level of customer service? Should site plan, re-zoning and related fees be increased in order to hire additional staff to improve performance and deliver a higher level of customer service?

SUMMARY: The sustained high volume of residential and commercial construction activity in Arlington County has created enormous challenges to the County to deliver fast, consistent and top quality plan and zoning reviews, permitting, and inspections. As part of the adopted fiscal

year (FY) 2008 budget, the County signaled a move toward an enterprise fund approach in the Department of Community Planning, Housing and Development (DCPHD).

Historically, revenues generated by permit fees went to the General Fund; however, relying on the General Fund to pay for personnel and non-personnel expenses poses a challenge when demands are increasing rapidly and customer service suffers. Funding is needed to pay for operating expenses (beyond what the General Fund can afford), in order to deliver the level of service residents and businesses demand.

Fees would be increased significantly, in order to achieve full cost recovery. At the same time, necessary staffing enhancements and operational improvements would be made to improve performance and meet customer demands. The proposed fee schedule goes a long way toward achieving these enterprise fund objectives. County staff anticipates favorable responses from the development community.

In addition, in order to address the development demands in a holistic way, the proposed fee schedule increases fees for organizational units not proposed for the enterprise fund in DCPHD and the Department of Environmental Services (DES).

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BACKGROUND: During the last several years, Arlington County has experienced a marked increase in building development. The County currently has close to 8 million square feet of development under construction, including office, retail, hotel, residential and public spaces, and another 9 million in the pipeline. Compared to five years ago, the County has seen a 127 percent increase in the number of building plans it reviews; a 47 percent increase in the number of building and trade permits issued; and a 100 percent increase in the number of inspections conducted daily.

Arlington has been greatly challenged to meet the demands associated with increased development because of the lack of sufficient numbers of staff, appropriate technology, space and other operational resources. As a result of limited resources, the County has not been able to deliver timely and predictable development-related services in the DCPHD and the DES.

To meet the demands associated with a higher volume of development and to meet customers' needs for predictable and timely services, the County Board was proactive in April 2006 when it approved a \$1.7 million package of new staff and technology for the DCPHD's Inspection Services Division. The infusion of resources addressed some of the Division's immediate resources needs and customers have seen and commented positively on the service enhancements.

To build upon the County Board's earlier action, the goal of this Report is two-fold. First, it proposes to complete the re-invention of the Inspection Services Division by creating an enterprise fund that includes Inspections and the Planning Division's Zoning Section. Second, this report proposes to address the development demands placed on two other organizational units—DCPHD's Current Planning Section and DES' Transportation Division by increasing fees and earmarking the revenue for additional positions.

Enterprise Fund

In the FY 2008 adopted budget, the County articulates its philosophical shift to a higher level of customer service in the Inspection Services Division and the Zoning Section of the Planning Division by creating an enterprise fund. In simple terms, an enterprise fund is a way of separating the budget of a particular operation from the General Fund. Instead of using the County's General Fund to pay for operating expenses, the revenue captured from increased fees related to the specified operation would be dedicated to the specified operation. Increases in revenue would be used to make further enhancements in technology, staffing and infrastructure associated with delivering quality customer service. The benefits of an enterprise fund are its clear and direct connection between revenues and expenditures, and its flexibility to quickly respond to the up- and down-swings in construction activity by expanding or contracting staffing and operations commensurate with revenue increases and reductions.

The Inspection Services Division is responsible for reviewing requests for building and related trade permits and plans and inspecting buildings that have been newly constructed or renovated. The Division ensures compliance with the Virginia Uniform Statewide Building Code and other applicable local codes and ordinances. It serves as a resource of information for Arlington County residents, design professionals, contractors, builders and developers to ensure that the

built environment is constructed and maintained in a safe, energy efficient, and accessible manner.

The Zoning Section of the Planning Division within DCPHD interprets, administers and enforces the Zoning Ordinance to ensure orderly development of Arlington County in accordance with the legislative intent of the Zoning Ordinance and approvals by the County Board.

In the Inspection Services Division, *Permit Administration Services, Construction Plan Review Services and Field Inspections Services* would be in the enterprise fund. (The remaining section, Code Enforcement, would not be in the enterprise fund.) The entire *Zoning Section* of the Planning Division would be in the enterprise fund. In FY 2008, these four units would be mostly fee-supported with some off-setting funding from the General Fund. In FY 2009, it is envisioned these units would be fully fee-supported.

The revenue captured from building and trade permits, and zoning reviews would be used to hire additional staff, improve technology, and create a customer service center. The revenue captured by fee increases would also be used to pay for all existing personnel and non-personnel costs for staff in those units; the physical space needed to house staff and the customer service center; and the County overhead charge for support functions such as those provided by the Departments of Management and Finance, Human Resources and the County Attorney's Office.

The Fiscal Impact section of this report describes in detail the enterprise fund expenditures. Attachments A and B provide additional detail on staffing, and metrics and benchmarks, respectively.

Earmarked Fees (outside the Enterprise Fund)

In addition to creating an enterprise fund, this report proposes to address the development demands placed on DCPHD's Current Planning Section and DES' Transportation Division. Both units would continue to receive General Funds for operating expenses; however, the revenue generated by increased fees would be earmarked for those units to make operational improvements in staffing. Staffing levels have not kept pace with increases in development and customers' expectations. It is not possible to raise fees to a high enough level to support full cost recovery as proposed for the Inspection Services Division and the Zoning Section without undue customer hardships. However, fees are proposed to increase to levels that would support several new positions, while allowing the County to remain competitive in the region.

Without increasing the staffing in these units, customer complaints and bottlenecks would move from the Inspection Services Division and the Zoning Section (with the new enterprise fund in place) to these units. It is important, therefore, to address gaps in staffing comprehensively and at one time for all units involved in development.

DISCUSSION: This section describes the proposed increases to fees for DCPHD's Inspection Services Division (Chapters 3, 7 and 18 of the Code of Arlington County). This section also describes the proposed increases to fees for DCPHD's Zoning and Current Planning Sections, and DES' Transportation Division (Section 36, Administration and Procedures of the Arlington County Zoning Ordinance). **All proposed fees would go into effect October 1, 2007.**

Inspection Services Division

The current Inspection Services Division fee schedule for building and trade permits has not been updated for over a decade. During the past six months, staff reviewed surrounding jurisdictions' fee schedules to better understand the methodology used to calculate fees; the volume and pipeline of construction; and to identify specific fees that Arlington charges that are less than other jurisdictions. The new proposed fee schedule is rooted in this research and is at a high enough level to allow the Inspection Services Division to be fully fee-supported. As a result of being fully fee-supported, the Division can better meet customers' service needs and demands. At the increased fee level, Arlington County would still be competitive with surrounding jurisdictions.

The proposed fee increases, identified in Table A (below) and in the proposed Ordinance (Attachment C), would increase fees for building, electrical, mechanical and plumbing permits. For building permits, permits for new residential buildings would increase from \$0.17 cents a square foot to \$0.50 cents; and for residential additions, from \$0.18 cents per square foot to \$0.50 cents. Permits for residential alterations would not change. Overall, the impact on current residents would be very small and would not hamper residents' ability to build, expand or alter homes.

Permits for new commercial buildings and additions would increase from \$0.19 cents a square foot to \$0.70 cents and permits for commercial alterations would increase from \$0.14 cents a square foot to \$0.50 cents. Increases to the fees for electrical, mechanical and plumbing permits vary. While commercial developers would bear more of the cost associated with increased permitting fees than residents, discussions with the building community indicate that predictable and faster permitting is of greater value to them, and thus, the increased fees would not deter them from building in Arlington County. Predictable and faster permitting would actually decrease most developers' out-of-pocket expenses by decreasing development time and the costs associated with it.

For each residential and commercial building and trade permit, an additional charge of 10 percent for technology enhancements and 15 percent for indirect costs will be added. Enhancements to the existing automated permitting system and its ultimate replacement are needed to support the emphasis on customer service. Indirect costs are required costs associated with County support functions such as human resources, accounting, and several others.

Table A shows the current fees and the proposed new fees by permit type.

Table A: Proposed Inspection Services Fees		
Permit Type	Existing	Proposed
Building Permit Fees		
Commercial New	\$0.19/SF	\$0.70/SF, \$200 minimum
Commercial Addition	\$0.19/SF	\$0.70/SF, \$200 minimum
Commercial Alteration	\$0.14/SF	\$0.50/SF, \$200 minimum
Footing/Foundation; Sheeting and Shoring	\$0.06/SF	\$0.70/SF, \$200 minimum
Residential New	\$0.17/SF	\$0.50/SF, \$75 minimum
Residential Addition	\$0.18/SF	\$0.50/SF, \$75 minimum
Residential Alteration	\$0.14/SF	\$0.14/SF, \$75 minimum
Demolition	\$30 plus \$500 bond	\$200
Re-inspection Fee	\$40	\$60
Work Without Permit	N/A	\$100
Automation Enhancement Fee	N/A	10% of total fees
Indirect Cost Fees	N/A	15% of total fees
Plan Revision Fee		
Commercial plans	\$0.06/SF	\$0.06/SF
Residential Plans	\$0.05/SF	\$0.05/SF
Commercial Tenant Layouts	\$0.06/SF	\$50/Discipline
Elevator Construction Fees		
For each building Plus, for each of the following:	\$35.00	
Passenger or freight, per elevator	\$75	Contract cost of the installation multiplied by 0.0075
Plus, per floor per elevator	\$10	
Escalator, per floor per escalator	\$45	
Dumbwaiter (power)	\$35	
Dumbwaiter (Hand)	\$25	
Material/personnel lift	\$50	
Residence/single-family townhouse elevator	\$50	
Plus, per floor per elevator	\$10	
Elevator Repair Fees		
	Estimated cost up to \$10,000.00 per elevator . . . \$50.00 Estimated cost of \$10,001 to \$25,000.00 per elevator . . . 100.00 Estimated cost over \$25,000.00 per elevator . . . 150.00	Contract cost of the installation multiplied by 0.0075
Elevator Periodic Inspections		
Passenger or freight, per elevator	\$150	\$250 plus \$10/floor

Permit Type	Existing	Proposed
Escalator	\$25/floor	\$250
Dumbwaiter	\$30	\$30
Temporary certificate	\$100	\$300
Mechanical equipment permit fees		
New residential HVAC system	\$120	\$150
Additional HVAC system (SFD)	\$38	\$50
Replacement HVAC (SFD)	\$64	\$49 plus equipment fee
Cooling equipment	\$36 up to 5 tons plus \$3 for each 5 tons	\$20 each 5 tons or fraction
Heating equipment	\$28 for first 100MBH plus \$12 for each additional 100MBH	\$20 each 100 MBH or fraction
Base mechanical fee	Varies depending on composition of equipment used in each building	1.5% of the cost difference between the contract value and the value of listed equipment
Fuel tanks	\$35 for 1,000 gallons, \$45 over 100 gallons	\$40 Each 500 water gallons or fraction
Expansion tanks	N/A	\$40 each 50 water gallon
Pre-fabricated fireplace (includes wood stoves)	N/A	\$25 each
Pre-fabricated Chimney	N/A	\$10 each
Solar System	N/A	No charge
Minimum fee	\$35	\$75
Residential swimming pools	\$0.10/SF	\$0.10/SF
Electrical Fees		
Base fee	N/A	\$49
Each Circuit	\$3	\$6
Fixtures and receptacles	\$8 per 10	\$8 per 4
Outdoor single sign	\$30	\$75
Indoor single sign	\$30	\$60
Temporary 60 through 100 amps	\$35	\$70
101 through 600 amps	\$40	\$80
Over 600 amps	\$60	\$120
Service equipment first 500 amps	\$35	\$70
501 through 1600 amps	\$75	\$175
1601 through 3000 amps	\$100	\$250
Over 3000 amps	\$150	\$350
Temporary power	\$25	\$50
Meters each	\$8	\$20
Sub panels each	\$10	\$20
Commercial lighting pole each	N/A	\$20
Residential appliance (first)	\$10	\$20
Residential appliance (each additional)	\$5	\$10
Residential heating, each KW	\$2.50	\$5
Residential air conditioners	\$10	\$20

Permit Type	Existing	Proposed
Commercial heating equipment, each KW	\$3	\$6
Commercial cooking appliances	\$10	\$20
Transformers 1 kva through 50 kva	\$20	\$40
Over 50 kva	\$35	\$70
Large receptacle outlets > 20 amps	\$10	\$20
Motors ¼ hp through 5 hp	\$6	\$12
6 hp through 25 hp	\$9	\$18
26 hp through 50 hp	\$12	\$25
51 hp through 75 hp	\$27	\$50
Over 75 hp	\$35	\$70
Generators 1 to 50 KW	\$35	\$70
Over 50 KW	\$50	\$100
Swimming pool bonding	\$50	\$100
Minimum fee	\$35	\$70
Re-inspection fee	\$40	\$60
Working without permit	N/A	\$100
Automation Enhancement Fee	N/A	10% of total fees
Indirect Cost Fees	N/A	15% of total fees
Code Academy Fee	N/A	1.75%
Fire Annunciation Alarm System (Commercial)		
Base fee	N/A	\$150
Each device	\$2	\$6
Fire alarm panels up to 5,000 SF floor area	\$250	\$250
5,001 to 10,000 SF	\$250	\$500
10,001 to 20,000 SF	\$250	\$750
Over 20,000	\$250	\$1000
Subsequent plan reviews up to 5,000 SF floor area	\$200	\$200
5,001 to 10,000 SF	\$200	\$400
10,001 to 20,000 SF	\$200	\$600
Over 20,000 SF	\$200	\$800
Plumbing Fees		
Minimum Fee	\$35	\$75
Base fee	\$29	\$49
Automation Enhancement Fee	N/A	10% of total fees
Indirect Cost Fees	N/A	15% of total fees
Code Academy Fee	N/A	1.75%
Each fixture, drain or appliance	\$9	\$18
Sewer tap	\$30	\$60
Sewer repair, relocate	\$30	\$60
Drain and vent	\$15	\$30
Cap-off sewer	\$15	\$45
Storm manhole	\$25	\$45
Water service	\$25	\$60

Permit Type	Existing	Proposed
Fire service	\$35	\$70
Water pipe per dwelling in multi-family	\$15	\$30
Water pipe in Single-family	\$5	\$15
Commercial sewer ejector, sump pump	\$30	\$60
Residential sewer ejector, sump pump	\$30	\$60
Solar heating system	\$30	No Charge
Gas Systems:		
Base fee	\$29	\$49
Each appliance	\$9	\$18
Extending/relocating gas lines/pipes	\$15	\$30
Automatic gas valves	\$30	\$60
Emergency generators	\$30	\$60
Installation not listed	\$35	\$70
Re-inspection	\$40	\$60
Modular housing unit	\$75	\$150
Sprinkler permit fees		
Base	N/A	\$150
Sprinkler heads	\$70 per 100	\$70 per 25
Re-inspection fee	\$150	\$150
standpipes (each)	\$35	\$70
Plus each floor fee	\$7	\$14
Fire pumps (each)	\$160	\$320
Plan revision fee for up to 5,000 SF	\$175	\$200
5,001 to 10,000 SF	\$175	\$400
10,001 to 20,000 SF	\$175	\$600
Over 20,000 SF	\$175	\$800
Gas Fire-suppression system		
Installation up to contract cost of \$5,000	\$75	\$350
Installations over \$5,000 contract cost	\$150	\$700
Range hood suppression system	\$65	\$250
Work without permit	N/A	\$100

Overall, when the increased fees for the building and trade permits are totaled, Arlington County will still remain very competitive for development when compared to surrounding jurisdictions (see Table B). For example, a 3,000 square foot new residence would cost \$1,875 in building permit fees to develop in Arlington County, compared to \$1,692 in the City of Alexandria, Virginia and \$2,115 in Montgomery County, Maryland. A 100,000 square foot new office building would cost \$87,500 in Arlington County, compared to \$88,200 in the City of Alexandria and \$236,220 in Montgomery County.

Table B compares Arlington County’s new proposed fees with fees from surrounding jurisdictions.

Building Type	Arlington (New Proposed Fees)	Alexandria (General Fund)	District of Columbia (General Fund; 2003)	Fairfax (General Fund)	Loudoun (General Fund)	Prince William (General Fund)	Montgomery (Enterprise Fund)
100,000 SF New Office	\$87,500	\$88,200	\$30,000	\$13,000	\$77,700	\$17,000	\$236,220
200,000 SF New Condo	\$175,000	\$151,200	\$60,000	\$26,000	\$141,000	\$34,000	\$236,220
50,000 SF Office Alteration	\$31,250	\$7,500	\$27,530	\$56,250	\$22,500	\$15,180	\$58,000
3,000 SF New House	\$1,875	\$1,692	\$720	\$295	\$1,267	\$270	\$2,115
800 SF House Alteration	\$140	\$120	2% of estimated cost plus \$30	1.5% of estimated cost	1.0% of estimated cost	\$63	\$350

Zoning, Current Planning and the Transportation Division

Zoning Section - Zoning fees for occupancy, sign, variances, plan review walk-throughs and other fees were last reviewed in FY 2005. The fees are still too low to support the real cost of doing business and to meet customers’ service demands. Table C (below) shows the current zoning fees and the proposed new fees. Attachment D shows the full Ordinance. The revenue captured from zoning fees would be used to hire additional staff and to make other operational improvements in the Zoning Section. The revenue captured by fee increases would also be used to pay for all existing personnel and non-personnel costs for staff in those units that comprise the enterprise fund; the physical space needed to house staff; and the County overhead charge for support functions such as those provided by the Departments of Management and Finance, and Human Resources and the County Attorney’s Office. In addition, a 10% surcharge for technology is proposed. This revenue would be dedicated toward enhancements for the Permits Plus system and to document imaging and storage.

Current Planning's current and proposed fees for applications for site plan, rezoning and use permit can also be found in Table C. These fees were recently raised to cover inflation; however, they have not been studied in a comprehensive way in many years. The proposed increases to the fees (above inflation) attempt to make the fees more in-line for supporting additional staff, in order to meet customers' service needs and the growing pipeline of development projects. Originally, the Current Planning Section was intended to be a part of the enterprise fund staff has concluded fees can not be raised sufficiently at this time to cover all costs including overhead and space.

Division of Transportation - Fees for site plans and re-zonings were added in FY 1999 to help cover DES' cost of doing reviews. The increasing volume of submittals and increased expectations have caused the need for additional staffing. Site Plan application fees have been revised in two areas: raising the per unit fee to more closely reflect the per square foot fee for office; and a variety of administrative fees. The increase in fees for DES is needed to finance additional staffing in the Division of Transportation (DOT). The amount of the increase will not exceed the costs to provide the services. The site-plan coordination of the Development Services Bureau and the traffic and street analysis in the Transportation Engineering and Operations Bureau of DOT require additional staffing of six (6) full-time employees. Regarding revenues and expenses, DES is assuming partial year revenue collection as well as partial year staffing of the 6.0 FTEs.

TABLE C: PROPOSED ZONING FEE CHANGES

PROPOSED BUILDING PERMIT FEES		
New Construction	Existing	Proposed
SF, TH, Two Family (by-right)	\$70	<u>\$500</u>
Apts, commercial, office and hotel (by-right)	\$40 per 10,000 sq. ft	<u>\$200 plus \$100 per 10,000 sq. ft.</u>
All site plan projects	\$65 per 5,000 sq. ft.	<u>\$500 plus \$200 per 5,000 sq. ft.</u>
New parking structures and lots	\$35 per 5,000 sq. ft.	<u>\$200 plus \$100 per 5,000 sq. ft.</u>
Modifications to Existing Structures		
Exterior additions		
SF, TH Two-family	\$40 < 1,000 sq. ft. \$70 > 1,000 sq. ft.	<u>\$100</u>
Exterior Mechanical Equipment	N/A	<u>\$50</u>
All other	\$133	<u>\$300</u>
Interior Alterations		
SF, TH Two-family	\$40 < 1,000 sq. ft. \$70 > 1,000 sq. ft.	<u>\$100</u>
All other	\$70 per 10,000 sq. ft.	<u>\$150 per 10,000 sq. ft.</u>
Other Types of Building Permits		
Footing, foundation and excavation		

	Existing	Proposed
By-right	\$45	<u>\$50</u>
Site Plan		
Single Family	N/A	<u>\$100</u>
All other	N/A	<u>\$1,000</u>
Retaining walls	\$25	<u>\$50</u>
Decks and fences	\$15	<u>\$50</u>
Detached garages and accessory structures	\$20	<u>\$50</u>
Demolition Plans		
By-right	\$20	<u>\$100</u>
Site Plan	\$70	<u>\$1,000</u>
Swimming Pools	\$20	<u>\$50</u>
Satellite dishes, antennae and temp structures	\$50	<u>\$75</u>
Driveways and on-grade patios	No Fee	<u>\$50</u>
Revisions to approved plans for new construction		
By-right	\$30	<u>\$50</u>
Site Plan	N/A	<u>\$200</u>
Other Uses not Listed	\$40	<u>\$50</u>
Request for sink letter	N/A	<u>\$25</u>
Automation Enhancement Fee	N/A	<u>10% of total fees</u>

PROPOSED CERTIFICATE OF OCCUPANCY(CO) FEE SCHEDULE	Existing	Proposed
COs		
Master CO (including condo conversion)		
New Apts, office, commercial and hotel with or without elevators	\$275 - \$540 with a per unit charge of \$12/unit for res	<u>\$2,000 plus \$15 per unit</u>
New one and two-family dwellings	\$235	<u>\$250</u>
New TH Projects	\$310-\$540 Plus \$2,000 DES review of site plan projects	<u>\$1,000</u>
New tourist homes, rooming houses and boardinghouses	\$275	<u>\$500 plus \$15 per unit</u>
Change in Ownership – office and commercial	\$310	<u>\$1,000</u>
Change in Ownership – apts and hotel	\$275 plus \$12 per unit	<u>\$1,000 plus \$20 per unit</u>
Condo conversion	\$540	<u>\$1,000 plus \$20 per unit</u>
Re-inspection fee	N/A	<u>\$150 per inspection</u>
Shell and Core		

	Existing	Proposed
New Apts, office, commercial and hotel < 150,000 sq. ft.	\$1,220	<u>\$2,000</u>
New Apts, office, commercial and hotel > 150,000 sq. ft.	\$1,980	<u>\$2,500</u>
Re-inspection fee	N/A	<u>\$150 per inspection</u>
Partial CO (including change in business or use of an existing structure)		
Office and commercial <150 sq. ft.(desk space)	\$121	<u>\$200</u>
Office and commercial >150 sq. ft. up to 2,000 sq. ft.	\$171	<u>\$300</u>
Office and commercial > 2,000 sq. ft.	\$275 per 10,000 sq. ft.	<u>\$500 per 10,000 sq. ft.</u>
Apts and hotels	\$235 plus \$12 per unit	<u>\$400 plus \$20 per unit</u>
Parking structures associated with office, commercial, apt and hotel	N/A	<u>\$500 plus \$50 per 5,000 sq. ft.</u>
TH	\$235 plus \$12 per unit	<u>\$250 plus \$20 per unit</u>
Re-inspection fee	N/A	<u>\$150 per inspection</u>
Parking Structures – not associated with other uses	\$310 per 20,000 sq. ft.	<u>\$100 per 5,000 sq. ft.</u>
County Owned Facilities and Non Profits	No fee	<u>N/A</u>
Family Home Day Care	\$24	<u>\$25</u>
Swimming Pools	\$195	<u>\$200</u>
Parking Lots	\$160	<u>\$200</u>
Motor Vehicle Dealers	\$815	<u>\$1,000</u>
Other Uses (including all temporary uses)	\$160	<u>\$200</u>
Automation Enhancement Fee	N/A	<u>10% of total fees</u>

Proposed Rezoning Fees	Existing	Proposed
Rezoning (Site Area < 25,000 sq. ft.)		
“R” Districts	\$3,830 plus \$330 DES	<u>\$3,830 plus \$1,000 DES</u>
“RA” Districts	\$3,830 plus \$330 DES	<u>\$3,830 plus \$1,000 DES</u>
“RA-H”, “R-C”, “RA-H3.2”, and “RA4.8” Districts	\$5,830 plus \$330 DES	<u>\$8,700 plus \$3,000 DES</u>
“S”, “C” and “M” Districts	\$6,340 plus \$330 DES	<u>\$6,340 plus \$3,000 DES</u>
“C-O” Districts	\$13,045 plus \$330 DES	<u>\$13,045 plus \$5,000 DES</u>
Rezoning (Site Area < 25,000 sq. ft.)		
“R” Districts	\$5,085 plus \$660 DES	<u>\$5,085 plus \$2,000 DES</u>

	Existing	Proposed
“RA” Districts	\$6,340 plus \$660 DES	\$6,340 plus <u>\$3,000 DES</u>
“RA-H”, “R-C”, “RA-H3.2”, and “RA4.8” Districts	\$13,045 plus \$660 DES	\$13,045 plus <u>\$5,000 DES</u>
“S”, “C” and “M” Districts	\$8,850 plus \$660 DES	\$8,850 plus <u>\$3,000 DES</u>
“C-O” Districts	\$13,045 plus \$660 DES	\$13,045 plus <u>\$5,000 DES</u>
Rezoning on the County Board’s Own Motion	Above fee + \$6,340 plus \$660 DES	Above fee + \$5,830 plus <u>\$2,000 DES</u>
Rezoning requiring a GLUP Amendment	Above fee + \$2,780 plus \$330 DES	Above fee + <u>\$8,000 plus \$4,000 DES</u>
Automation Enhancement Fee	N/A	10% of total fees

Site Plan Fees	Existing	Proposed
PDSP	\$18,360 plus \$110 per acre \$1,320 DPW fee	\$18,360 plus \$110 per acre plus <u>DES fee of \$18,360 plus \$110 per acre</u>
Site Plan		
R, RA of less than 25 units, C-2, VCHPDD	\$2,720 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$330 DES fee	\$2,720 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit plus DES fee of \$1,000 plus \$10 per 100 sq. ft. office/commercial plus \$50 per unit</u>
All other	\$8,700 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$660 DES fee	\$8,700 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit Plus \$100 per hotel unit plus DES fee of \$4,000 plus \$10 per 100 sq. ft. office/commercial plus \$50 per unit</u>
Major Site Plan Amendment		
R, RA of less than 25 units, C-2, VCHPDD	\$2,720 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$330 DES fee	\$2,720 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit Plus \$100 per hotel unit Plus DES fee of \$1,000 plus \$10 per 100 sq. ft. office/commercial plus \$50 per unit</u>
All other	\$8,700 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$660 DES fee	\$8,700 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit Plus \$100 per hotel unit plus DES fee of \$4,000 plus \$10 per 100 sq. ft. of office/commercial plus \$50 per unit</u>
Minor Site Plan	\$2180	\$2,180

	Existing	Proposed
Amendment	Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$660 DES fee	Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit</u> <u>Plus \$100 per hotel unit plus</u> <u>DES fee of \$1,000 plus \$10</u> <u>per 100 sq. ft. of office/</u> <u>commercial plus \$50 per unit</u>
Administrative Changes		
Signs	N/A	
All other	\$545 per subsection	See below
Final 4.1 Review	\$1,100 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$605 DES fee	\$1,100 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit</u> <u>Plus \$100 per hotel unit</u>
Landscape Plan Review		
TH, Cluster, URD and UCD	N/A	<u>\$275 plus \$275 DES fee</u>
All other	\$275 plus \$275 DES fee	<u>\$500 plus \$275 DES fee</u>
Final Façade Review Plan	N/A	<u>\$500</u>
4.1 Filing Review Fee	N/A	<u>\$500 per resubmittal after the</u> <u>first resubmittal plus</u> <u>\$10 per unit residential</u> <u>\$10 per 1,000 sq. ft.</u> <u>nonresidential plus DES fee</u> <u>of half of above</u>
Administrative Changes		
Landscape Plan Changes TH, SF Cluster and URDs	N/A	<u>\$50</u>
Landscape Plan Changes All Other	N/A	<u>\$600</u>
Comprehensive Sign Plans – Site Plan	N/A	<u>\$100</u>
Parking Changes	N/A	<u>\$600</u>
Satellite dishes and antennas	N/A	<u>\$250</u>
Temporary Uses	N/A	<u>\$600</u>
Outdoor Seating	N/A	<u>\$250</u>
Tenant Changes	N/A	<u>\$100</u>
Façade Changes	N/A	<u>\$600</u>
All Other including items with multiple requests	\$550	<u>\$1,000</u>
Automation Enhancement Fee	N/A	<u>10% of total fees</u>

Proposed Variance/Use Permit Fees	Existing	Proposed
Appeals	\$370	<u>\$500</u>
Modification to existing one-family residential	\$310 plus 20% for each additional subsection	No change

	Existing	Proposed
New one-family residential	\$2,460 plus 20% for each additional subsection	No change
Non-profit Organization	\$255	No change
Building Location Error	\$3,700	No change
All other	\$3,065 plus 20% for each additional subsection	No change
Automation Enhancement Fee	N/A	<u>10% of total fees</u>

Proposed Misc. Fee Changes	Existing	Proposed
Sign Permit	\$60 plus \$1.10 per sq. ft over 100 sq. ft	<u>\$100 plus \$1.10 per sq. ft over 100 sq. ft</u>
Zoning Interpretation		
Verification of compliance	\$300	N/C
DMV Letter	\$220	<u>\$500</u>
Special Agreement Letters	\$1,065	<u>\$2,000</u>
Determination/buildability letters	N/A	<u>\$50</u>
Sink letters	N/A	<u>\$25</u>
Lost certificates of occupancy	N/A	<u>\$25</u>
Dance Hall Permit	\$600 per year	<u>No change</u>
Automation Enhancement Fee	N/A	<u>10% of total fees</u>

FISCAL IMPACT: This section describes the new revenue to be generated by the units within the enterprise fund and outside the enterprise fund (for which revenue is proposed to be earmarked). This section also describes the proposed new expenditure budgets.

Revenue

The enterprise fund - The total amount of revenue generated by the units within the enterprise fund (Inspection Services Division, Zoning Section) is anticipated to be \$13,656,159. This amount is slightly more than double the amount of revenue adopted for the FY 2008 budget for the same units.

Within the enterprise fund, the annual revenue generated by the proposed fee increases in the Inspection Services Division is anticipated to be \$12,434,389 (see Table D). This represents slightly less than triple the amount of actual revenue (\$4,743,230) the Inspection Services Division generated in FY 2007. Sources of revenue are building and trade permits (see Table E). In the Zoning Section of the enterprise fund, the proposed fee increases will generate an additional \$499,370 for a total of \$1,221,770 (see Table D). The Zoning Section’s sources of revenue are shown in Table F.

Table D: Enterprise Fund Proposed New Revenue

Enterprise Fund Units	FY 2007 Actual	FY 2008 Adopted	FY 2008 Proposed New
<i>Inspection Services:</i>			
Permit Administration	\$952,595	\$1,331,850	\$7,121,819
Inspections	\$2,582,502	\$2,756,821	\$2,756,821
Plan Review	\$1,208,133	\$1,362,429	\$2,555,749
Sub-total =	\$4,743,230	\$5,451,100	\$12,434,389
<i>Zoning Section:</i>			
Sub-total =	\$841,198	\$722,400	\$1,221,770
Total =	\$5,584,428	\$6,173,500	\$13,656,159

Table E: Inspection Services Divisions’ New Revenue Amounts by Permit Type

Permit Type	Amount* (In millions based on new fees)
Building	\$8.340
Electrical	\$1.375
Plumbing	\$1.125
Fire	\$0.375
Elevator	\$0.500
Mechanical	\$0.688
Total*	\$12.403

*Includes automation fees of 10%, indirect costs of 15%.

Table F: Zoning Section's New Revenue Amounts by Source

SOURCE	AMOUNT (millions)*
C of O	\$0.541
Building Permits	\$0.473
Variance	\$0.081
Signs	\$0.032
Zoning Interpretations	\$0.062
Plat Review/Zoning Ordinance	\$0.016
Dance Hall	\$0.013
Total =	\$1.218

*Includes 10% automation fee

Outside of the enterprise fund, increased fees will generate an additional \$451,450 for a total of \$1,342,750 in the Current Planning Section of DCPHD (see Table G). Table H shows the sources of revenue and amounts. DES' proposed fees (see Table I) are estimated to generate \$300,000 in additional revenue (from engineering plan reviews and site plan applications) for the remainder of the current fiscal year, assuming that the new fees go into effect October 1, 2007. An additional \$100,000 in Right-of-Way permit fees are projected over budget and will be used to offset personnel costs. The sources of new revenue are shown in Table J.

Table G: Current Planning Proposed Revenue

Unit	FY 2007 Actual	FY 2008 Adopted	FY 2008 Proposed New
<i>Planning Division:</i>			
Current Planning Section	\$984,293	\$891,300	\$1,342,750

Table H: Current Planning Section Sources and Proposed Amounts

SOURCE	AMOUNT (millions)
Site Plans	\$1.119
Use Permits	\$0.087
Rezoning	\$0.136
Total =	\$1.342

Table I: DES Proposed Revenue Increases

Unit	FY 2007 Adopted/Revised	FY 2008 Adopted	FY 2008 Proposed New
<i>Transportation Division:</i>			
Traffic Engineering Permit Right Of Way Fees	\$250,000	\$629,528	\$729,528
Engineering Plan Reviews/Site Plan Applications	\$12,500	\$26,000	\$326,000

Table J: DES Revenue Sources and Amounts

SOURCE	AMOUNT
Traffic Engineering Permit Right Of Way Fees	\$100,000
Engineering Plan Reviews/Site Plan Applications	\$300,000
Total =	\$400,000

Expenditure Budget

The enterprise fund – The FY 2008 adopted expenditure budget for all organizational units within the enterprise fund is \$6,442,786. This Board Report appropriates an additional \$5,310,096 for the expenditure budget and \$118,372 for the purchase of five (5) new vehicles for a total of \$5,428,468. The additional revenue brought in above what is needed for the expenditure budget will be used for the reserve fund. The fund is needed to support operations during any future down-swings in construction.

The major enterprise fund expenses are:

- Personnel and non-personnel costs for a total of **65 existing staff** in the Inspection Services Division (51) and the Zoning Section (14).
- Personnel and non-personnel costs for a total of **20 new permanent FTEs**; 16 for Inspection Services and 4 for Zoning (see below). **Attachment A provides additional information on these positions.**

Enterprise Fund Unit	Number	Proposed New Position
<i>Inspection Services Division:</i>	3	Construction Code Technicians (“Counter Techs”)
	13	Plans Examiners
Sub-total =	16	
<i>Zoning Section:</i>	1	Planning Program Coordinator
	1	Community Inspector III
	1	Planning Technician
	1	Engineering Technician
Sub-total =	4	
Total =	20	

- A **lease** for approximately 24,000 square feet located in Courthouse Plaza to house the new customer service center to be staffed by the Inspection Services Division and the Zoning Section. (A separate Board Report will discuss the lease for approximately 24,000 square feet of permanent space on the 10th floor of Courthouse Plaza and temporary space for approximately 3,500 square feet to house inspectors in 2300 Clarendon Boulevard while the permanent space is being renovated.).
- County **overhead** charges for support services such as human resources, legal and finance and management.
- **Technology**, including annual maintenance, licensing and upgrades to the current permit processing system; annual hosting fees for current wireless field-based inspections and on-line plan review comments for customers; records management; and the design and implementation of new customer tracking software.
- **Miscellaneous** costs associated with moving to the new customer service center and the purchase of furniture.

For ease, the expenditure budget is broken down by the Inspection Services Division (see Table K) and the Zoning Section (see Table L).

Table K: Inspection Services Division's Proposed Expenditure Budget

	FY 2007 Budget	FY 2008 Adopted	FY 2008 Proposed
Personnel	\$4,038,611	\$4,365,037	\$5,528,636
Non-Personnel	\$788,128	\$819,805	\$1,047,565
<i>Sub-total =</i>	\$4,826,739	\$5,184,842	\$6,576,201
Other Non-Personnel			
Space Lease	-	-	\$880,000
County Services	-	-	\$1,285,704
Technology	-	-	\$900,000
Vehicles (4)	-	-	\$96,372
Miscellaneous	-	-	\$325,518
<i>Sub-total =</i>	-	-	\$3,487,594
Total Expenditures =	\$4,826,739	\$5,184,842	\$10,063,795
15% Reserve Fund =	-	-	\$1,513,786
<i>Grand Total =</i>			*\$11,577,581
Revenue	\$4,903,292	\$5,451,100	*\$12,434,389
Net Tax Support	(\$76,553)	(\$266,258)	0
FTEs	49.0	51.0	67.0

*Note: The difference between the proposed revenue and total expenditures (including the reserve fund) will be used to subsidize the Zoning Section, the other organizational unit within the enterprise fund.

The Inspection Services' Division's adopted expenditure budget is \$5,184,842. This Board Report appropriates \$4,878,953 for the Inspection Services Division of which \$96,372 is transferred to the Auto Fund to purchase four (4) vehicles (County Manager Recommendation # 7) leaving the Division **\$4,782,581** for expenditures (County Manager Recommendation # 3). The new total proposed expenditure budget for the Inspection Services Division is \$9,967,423. The additional revenue brought in above what is needed for the expenditure budget will be used for the reserve fund.

Table L: The Zoning Section's Proposed Expenditure Budget

	FY 2007 Budget	FY 2008 Adopted	FY 2008 Proposed
Personnel	\$1,051,721	\$1,179,173	\$1,442,548
Non-Personnel	-	\$78,771	\$142,911
<i>Sub-total =</i>	\$1,051,721	\$1,257,944	\$1,585,459
Other Non-Personnel:			
Space Lease	-	-	-
County Services	-	-	-
Technology	-	-	\$200,000
Vehicles (1)	-	-	\$22,000
Miscellaneous	-	-	-
<i>Sub-total =</i>	-	-	\$222,000
Total =	\$1,051,721	\$1,257,944	\$1,807,459
15% Reserve Fund =	-	-	\$271,119
<i>Grand Total =</i>			*\$2,078,578
Revenue	\$673,900	\$722,400	*\$1,221,770
Net Tax Support	\$377,821	\$535,544	0
FTEs	13.0	14.0	18.0

*Note: The Inspection Services Division (the other organizational unit within the enterprise fund) would subsidize the difference between the proposed projected revenue and expenses.

The Zoning Section's FY 2008 adopted budget is \$1,257,944. This Board Report appropriates an additional \$549,515 for the Zoning Section of which \$22,000 (County Manager Recommendation # 7) is transferred to the Auto Fund for the purchase of one (1) vehicle leaving **\$527,515** for expenditures (County Manager Recommendation # 4). The total new expenditure budget for the Zoning Section is \$1,785,459. The additional revenue brought in above what is needed for the expenditure budget will be used for the reserve fund.

Outside the enterprise fund – The proposed expenditure budgets for DCPHD's Current Planning Section (see Table M) and DES' Transportation Division (see Table N) are shown below.

The proposed new expenditure budget for Current Planning is \$1,705,032 (see Table M). Proposed expenditures are \$451,450 more than the adopted FY 2008 to pay for five new planning positions and technology enhancements in respond to increases in development (County Manager Recommendations #9, 10).

The new positions are:

- Two (2) Planner IVs, Grade 12 (one position in Current Planning to respond to increases in development; one position in Comprehensive Planning to support the associated impact on long-range planning.) These positions will also support succession planning and the further establishment of a career ladder.
- One (1) Planner III, Grade 11 to respond to increases in development; establish a career ladder.
- One (1) Planner II, Grade 10 to respond to increases in development; establish a career ladder.
- One (1) Planner I, Grade 9 to respond to increases in development; establish a career ladder

Technology enhancements are the purchase of software licenses to support records management.

Table M: DCPHD’s Current Planning Section’s Proposed New Expenditure Budget

	FY 2007 Actual*	FY 2008 Adopted	FY 2008 Proposed
Personnel		1,199,196	\$1,562,715
Non-Personnel		54,386	\$125,561
<i>Sub-total =</i>		1,253,582	\$1,688,276
Other Non-Personnel (Technology):		-	\$16,756
<i>Sub-total =</i>		-	\$16,756
<i>Total =</i>		\$1,253,582	\$1,705,032
Revenue		\$891,300	\$1,342,750
Net Tax Support		\$362,282	\$362,282
FTEs	12.0	12.0	17.0

* For FY 2007, the Current Planning Section was not a separate budget unit in the Planning Division and, therefore, it is difficult to disaggregate its expenditures. However, for general purposes, the FY 2007 actual budget was roughly the same as the FY 2008 adopted budget.

The proposed new net tax support for DES’ Development Services Bureau is \$1,206,901 and Transportation Engineering and Operations is \$2,360,465 (see Table N). These figures include the proposed revenue increases shown in Table J. The combined net tax support for both of these programs is \$57,039 less than the FY 2008 adopted budget and assumes partial year expense and revenue collection. The new revenue will pay for the following positions:

- Planner IV, Grade 12 - Site Plan Coordinator (1 FTE). It is anticipated that there will be significant increases in the volume and complexity of site plan/use permit filings,

particularly in the envisioned re-development of Crystal City, and on-going major projects in Potomac Yard, Rosslyn, and Columbia Pike. Further, the current structure and staffing of the unit requires that the Development Plan Review Section Chief work on approximately one-third of all site plan and use permit filings, thus diminishing the ability of the incumbent to effectively manage this unit.

- Planner II, Grade 10 - Plan Review Coordinator (1 FTE). Review and approval of site design plans are subject to a 60-day statutory time limit under the State Code. Recent staff increases in the Inspection Services Division (ISD), and the Planning office of DCPHD to improve the turn around time of developer plan review and approval did not include DES. All major plans reviewed by ISD must also be reviewed by DES before building permits can be issued. Unless the DES part of this envisioned improvement and accelerated plan approval process is strengthened with additional staff, major building permit delays and related complaints from the development community will occur.
- Subdivision & Bonds Administrator, Grade 13 (1 FTE). The current organizational structure of the Development Services Bureau requires that the Bureau Chief also continue to serve as the County's Subdivision and Bonds Administrator. This latter function, which was full time and requires ongoing close coordination with various County agencies, offices and departments, has limited the incumbent's ability to provide the expected ongoing management and leadership of the Bureau, even with a substantial time commitment beyond normal County working hours. The unit's current workload and staff restraints also impact and delay the 60-day statutory time limit allowed by the State Code for subdivision plat review and approval which the development community and the unit's customers often demand.
- Engineering Tech II, Grade 6 (1 FTE). The Development Services Bureau processes over 1,600 traffic permits per year and is responsible for field verification of all permitted sidewalk closures and lane closures county-side with respect to development and work by utility companies. One Construction Management Specialist II has handled the bulk of this work along with preparing responses to citizen and Board inquiries and grams. This position would provide substantial in-office support to the Construction Management Specialist II.
- Engineer IV, Grade 11 - Senior Transportation Engineer (1 FTE). Changes in State legislation, Chapter 527, imposes new traffic impact analysis requirements for comprehensive plan amendments, use permits and site plans in all jurisdictions with VDOT in the role as reviewer. This will place a significant additional workload on the staff that processes development review and approvals.
- Engineer III, Grade 10 - Transportation Engineer (1 FTE). Given the current staffing level, selected site plan and use permit transportation impact assessments are being performed by DES' on-call engineering contractors at an hourly rate of \$80 - \$120. This outside review is a one-time task to limit cost impacts. A preferred option is to have the transportation engineering plan review track with the life of a project from site plan check-in through post Board approval civil engineering plan review.

Table N: DES' Transportation Division - Proposed New Expenditure Budgets

Development Services Bureau

	FY 2007 Budget	FY 2008 Adopted	FY 2008 Proposed
Personnel	\$2,140,438	\$2,400,323	\$2,613,735
Non-Personnel	76,218	194,228	221,566
<i>Sub-total =</i>	2,216,656	2,594,551	2,835,301
Other Non-Personnel: Capital Charge Out	(346,290)	(469,844)	(469,844)
<i>Sub-total =</i>	(346,290)	(469,844)	(469,844)
<i>Total =</i>	1,870,366	2,124,707	2,365,457
Revenue	858,556	858,556	1,158,556
Net Tax Support	1,011,810	1,266,151	1,206,901
FTEs	26.0	26.0	30.0

Transportation Engineering & Operations Bureau

	FY 2007 Budget	FY 2008 Adopted	FY 2008 Proposed
Personnel	\$3,624,552	\$3,789,956	3,905,682
Non-Personnel	3,626,631	3,967,104	3,976,704
<i>Sub-total =</i>	7,251,183	7,757,060	7,882,386
Other Non-Personnel: Capital Charge Out	(58,650)	(58,650)	(81,795)
<i>Sub-total =</i>	(58,650)	(58,650)	(81,795)
<i>Total =</i>	7,192,533	7,698,380	7,800,591
Revenue	5,253,948	5,340,126	5,440,126
Net Tax Support	1,956,585	2,358,254	2,360,465
FTEs	49.1	50.0	52.0

CONCLUSION: The proposed fee increases are intended to improve customer service in all of the organizational units that provide development-related services. Therefore, it is recommended that the County Board adopt the attached Ordinances to amend, reenact and recodify Chapter 3, Building Code; Chapter 7, Electrical Code; and Chapter 18, Plumbing and Gas Codes of the Code of Arlington County, Virginia and adopt the attached Ordinance to amend Section 36, Administration and Procedures of the Arlington County Zoning Ordinance.

Enterprise Fund: Proposed New Positions

A total of 20 new permanent FTEs are proposed for the units within the enterprise fund.

Of the 20, 16 positions would be in the Inspection Services Division. Additional staffing will significantly decrease wait times for permitting and plan review services. At the current staffing level, Arlington County is grossly understaffed to keep up with the demand for services and to maintain building safety. In addition, new services that are not currently offered will enhance customer service and improve staff efficiency and productivity. See Attachment B that follows for performance metrics and benchmarks with surrounding jurisdictions.

The 16 new FTEs for the Inspection Services Division are as follows:

- Permitting – Three (3) permitting technicians would be added to expedite services at the permitting counter, over the web and the phone. Technicians would provide personalized service to all residential and commercial customers from permitting through the issuance of the certificate of occupancy. They would also provide records management support. For large, commercial projects, technicians would track and monitor the status of plan reviews and permitting for each case and coordinate pre-construction and status meetings. The current number of technicians is inadequate to meet customer demands and when benchmarked against surrounding jurisdictions, Arlington County has the least number of permitting staff.
- Plan Review – Thirteen (13) plan reviewers would be added to expedite the current work, to respond to current and anticipated workload and to provide new services that are not currently provided. Six of the 13 plan reviewers would do building, fire, mechanical, plumbing and electrical plan reviews. In addition to reviews in their trades, they will also work on mixed use projects and provide code consultation and interpretation services for complex issues such as tower permits. Three of the reviewers would be structural engineers that would be responsible for reviewing structural plans and completing structural inspections; and the remaining four reviewers would provide while-you-wait reviews of interior alterations of commercial buildings, a service that is not now provided. With the addition of 13 new staff, Arlington’s staffing pattern would be more on par with surrounding jurisdictions.
- Inspections – No staff increases; two of the structural plan reviewers will also provide mechanical (called “special”) inspections and as a result, Arlington would be more on par with surrounding jurisdictions’ staffing levels.

The Committee for Program Performance (CPP), through the Department of Management and Finance, contracted with Matrix Consulting, Inc. to study the County’s post-Board approval process for development projects requiring site plans. The goal of the study was to identify any barriers inherent in the current process and any stakeholder issues, in order to make a series of

recommendations to improve, or better support the process. Among the recommendations was the need to add two positions to the Zoning Section; one to manage the approved projects or cases (a planning program coordinator) and one to inspect the ever-growing number of site plan conditions (a community inspector). Matrix also recommended technology enhancements, including the need to establish a records management program.

In addition to the two staff recommended by Matrix Consulting, two additional staff positions (a planning technician and an engineering technician) are proposed to handle the current and future workloads and to “keep up” with the enhanced service delivery to be provided by the Inspection Services Division. The Zoning Office and Inspections work hand-in-hand. The goal is to avoid bottlenecks on either side of the overall permitting and zoning process.

The four (4) new proposed positions for the Zoning Section are as follows:

- Planning Program Coordinator – This position would manage site planning projects (“cases”) after Board approval through the full permitting process. This position currently does not exist and when staffed, would go a long way to address customer complaints about the current delays and lack of case management and inter- and intra-departmental communication.
- Community Inspector III – This position would help monitor the site plan conditions on hundreds of approved projects.
- Planning Technician - This position would be added to the Zoning counter to handle the current and the pipeline workload to ensure that zoning reviews and other services keep pace with the increased staffing and efficiencies gained at the Inspection Services counter.
- Engineering Technician - This position would review site plan and other projects requiring zoning reviews.

Inspection Services Division: Metrics and Benchmarks

The table (below) compares the new proposed staffing pattern for the Inspection Services Division against Fairfax County, the District of Columbia and the City of Alexandria by function.

Inspection Services Division Functions and FTEs by Metro Area Jurisdictions

	Arlington County			Fairfax County	D.C.	Alexandria
	FY 2008 Adopted	FY 2008 Proposed Addt'l FTEs	FY 2008 Proposed New Total	FY 2008 Adopted		
Permitting	11	3	14	21	19	12
Plan Review	11	13	24	28	27	15
Inspections	29	-	29	88	40	17
TOTAL =	51	16	67	144	86	59.2

It is difficult to make pure apples-to-apples comparisons with other jurisdictions because of the different ways jurisdictions organize and staff the functions; however, the table does provide a rough idea of how the County’s proposed new staffing pattern corresponds to the other jurisdictions in FY 2008.

It is important to note that all presented figures include front-line staff which perform each function, and supervisory and administrative support. In addition, in the District of Columbia for inspections, the 40 full-time equivalents (FTEs) represent commercial inspections only; there are an additional 40 inspectors that do a combination of residential inspections and code enforcement. (Arlington’s 29 inspectors do both commercial and residential inspections.)

To provide a gauge of the volume of work and individual work load of Arlington’s staff in FY 2006 (the last full year in which reporting is available; not shown) compared to Fairfax County and Alexandria, the following measures are provided:

- **Permitting** – The average number of permits issued per technician per day. Fairfax County was 16 and Alexandria was 8. Arlington was 9. Fairfax County’s figure is larger than Arlington’s given the size of that county and the volume of residential, tract housing that is developed. Alexandria’s figure includes fire department permits. In Arlington, fire permits are not issued by the Inspection Services Division. If Alexandria removed fire permits from its counts, the number of permits issued per technician would decrease.

Staff anticipates that with the addition of the new proposed permitting staff (and with the same volume of work), wait times for permitting services will be reduced. Wait times and the length of time for transactions are measures that will be introduced in

FY 2008. In addition, with increased staffing, Arlington will reduce the number of permits issued per technician (from 9 to 7 daily) freeing staff up to provide more personalized service and to attend to other permitting functions such as routing plans, answering phones, assisting with records management and issuing business licenses. The overall number of permits issued by the Division will not decrease given current and anticipated workloads.

- **Plan Review** – The Insurance Service Organization’s (ISO) building code effectiveness standard for the average number of plans reviewed per plan reviewer per day is one commercial plan or two residential plans. Fairfax averaged 4.6 and Alexandria averaged 3. Arlington, on the other hand, averaged 10.3. The proposed additional staff will decrease the number of plans reviewed by each plan reviewer and will put the County more in-line with the ISO standards and other jurisdictions. It will also allow Arlington to provide new services not now provided.
- **Inspections** – The ISO standard for the average number of inspections per inspector per day is 10. Fairfax County averaged 10.4. Alexandria averaged 15; this figure includes fire-related inspections. If fire-related inspections were not counted, Alexandria’s figure would be lower. Arlington averaged 14 for all trades except elevator inspections. If elevator inspections were factored in, Arlington’s figure would be even higher. At this time, additional inspectors are not being requested. It is anticipated that Arlington can get closer to the ISO standard through enhanced management and operational practices.

To ensure that increases in staff result in improved services, the following performance standards would be instituted and monitored for the functions of permitting, plan review and inspections:

- Complete permitting and plan review of interior alterations of existing commercial buildings while-you-wait. Current wait times of over 90 days would be reduced to same day service (or the next day for complex projects).
- Complete initial reviews of new commercial projects within 10 weeks and issuance of permits within six months, as compared to the current six months for initial reviews and 18-24 months for the issuance of permits.
- Issue all new residential permits within four weeks, as compared to the current eight to 10 week wait time.
- Complete 100 percent of inspections within 24 hours of being scheduled; currently, 85% to 95% of inspections are completed within 24 hours.
- Improve customer satisfaction with the quality, professionalism, timeliness and expertise of permitting technicians as a result of new technical training and certification requirements; customer service instruction; and team rewards program, as measured by customer satisfaction surveys.

AN ORDINANCE TO AMEND, REENACT AND RECODIFY CHAPTER 3 (BUILDING CODE), CHAPTER 7 (ELECTRICAL CODE), AND CHAPTER 18 (PLUMBING AND GAS CODES) OF THE ARLINGTON COUNTY CODE CONCERNING THE FEES CHARGED

BE IT ORDAINED THAT, Chapters 3, 7 and 18 of the Arlington County Code are hereby amended, reenacted, and recodified as follows effective, October 1, 2007, in order to provide for efficient administration of the Arlington County Code, and to encourage economic development and to promote the health, safety and general welfare of the public:

Chapter 3 BUILDING CODE*

***Cross references:** Electrical code, Ch. 7, fire prevention code, Ch. 8; food code, Ch. 9; licenses generally, Ch. 11; plumbing and gas codes, Ch. 18; real estate assessment, Ch. 20; street development and construction, Ch. 22; subdivisions, Ch. 23; swimming pools, Ch. 24; housing standards, Ch. 29; fair housing, Ch. 34; relocation assistance in real property acquisition, Ch. 37; real estate tax relief for the elderly, Ch. 43; housing grants for needy persons, Ch. 44; flood plain management, Ch. 48; consumer protection, Ch. 50; home improvement, Ch. 51.

- § 3-1. Definitions.
- § 3-2. Availability of building codes.
- § 3-3. Supplemental requirements.
- § 3-4. Reserved.
- § 3-5. Permit fees.
- § 3-6. Effect on other legislation.
- § 3-7. Severability.
- §§ 3-8.1--3-8.3. Reserved.
- § 3-9. Exterior driveways.
- § 3-10. Maintenance.
- § 3-11. Reserved.
- § 3-12. Snow loads and frost line requirements.
- § 3-13. Reserved.
- § 3-14. Unsafe buildings.
- § 3-15. Small appliance replacement program.
- § 3-16. Arlington County Building Code Board of Appeals.

§ 3-1. Definitions.

The following words and phrases, when used in this chapter, shall have the meanings respectively ascribed to them in this section:

Administrative authority . Wherever the words "administrative authority" appear in this code, they shall mean the building official.

Board of appeals . Wherever the words "board of appeals" appear, they shall mean the Arlington County Board of Appeals, as constituted in Section 126 of the Virginia Uniform Statewide Building Code.

Building official. Wherever the term "building official" is used in the building code, it shall be held to mean the inspections services division chief for the county or such other person as is designated by the County Manager to serve as the "building official."

Municipality . Wherever the word "municipality" is used in the building code, it shall be held to mean the county.

(12-8-79; 9-22-81; Ord. No. 82-42, 12-4-82; Ord. No. 86-11, 5-17-86; Ord. No. 97-7, 4-12-97)

§ 3-2. Availability of building codes.

There is hereby made available by the County Board of Arlington County, Virginia, for the purpose of establishing rules and regulations for the construction, alteration, removal, demolition, equipment, use and occupancy, location and maintenance of buildings and structures, including permits and penalties, those certain building codes known as the ~~BOCA Building Code, latest edition, the International Mechanical Code, latest edition, the One and Two Family Dwelling Code, latest edition, and the accumulative Supplement for the latest edition of the~~ Uniform Statewide Building Code, adopted and promulgated by the Virginia State Board of Housing pursuant to Chapter 6, Title 36, of the Code of Virginia, (1950) as amended , ~~[which codes]~~ have been and now are filed in the office of the inspection services division, Room 804, and may be viewed there during ~~the hours between 8:00 a.m. and 5:00 p.m. on~~ their regular business days.

(12-8-79; 9-22-81; Ord. No. 82-42, 12-4-82; Ord. No. 86-11, 5-17-86; Ord. No. 97-7, 4-12-97)

§ 3-3. Supplemental requirements.

Barbed wire and electrically charged fences . Barbed wire shall not be allowed on any fence or wall at a height of less than six (6) feet. Sharp, unfinished, or cut prongs or links of open mesh type fences shall not be allowed on any fence at a height of less than six (6) feet unless the cut prongs or links are placed at the bottom of the fence. The erection or installation of an electrically charged fence is prohibited.

(12-8-79; Ord. No. 82-42, 12-4-82; Ord. No. 86-11, 5-17-86; Ord. No. 88-8, 4-30-88; Ord. No. 94-9, 4-23-94; Ord. No. 97-7, 4-12-97)

§ 3-4. Reserved.

Editor's note: Former § 3-4, which pertained to fire limits and derived from legislation of Dec. 18, 1976, was repealed by Ord. No. 86-11, adopted May 17, 1986.

§ 3-5. Permit fees.

(a) General

1. All fees required by this section must be paid prior to release of the permit.
2. A filing fee equal to 25% of the total permit fee must be paid at the time of permit application filing. The filing fee is included in the total permit fee specified in this ordinance. The filling fee amount shall not be refunded if no permit is issued.
3. Permit fees are calculated and collected for each permit application. When an application includes multiple buildings, a separate fee will be assessed for each building on which

construction will be done under the permit as defined in the building code, or as identified by a separate mailing address.

4. Plan revisions include any changes made by the applicant to the approved construction documents. The fee for plan revisions shall be the higher of the minimum fee under this ordinance for new work shown in the revised plans, or the revision fees as follows:

- a. Each single family detached and attached dwelling per square foot of area affected by revision \$0.05
 - b. Revision to other buildings per square foot of area affected by revision \$0.06
 - c. Commercial interior alteration revision fee per discipline (i.e., Building, Mechanical, Plumbing, Electrical, Fire revisions) \$50.00
5. Re-inspection fee after the first or subsequent disapproval \$60
6. Work without permit per occurrence, in addition to all other fees \$100
7. The following additional fees shall apply to each permit covered under this ordinance:
- a. a 1.75% fee levy as authorized by USBC for Code Academy activities,
 - b. a 10% automation enhancement surcharge, and
 - c. a 15% indirect cost surcharge

(a) *Payment required.* Notwithstanding anything in this section, there shall be no fees assessed for the permit required by the building code for the erection or alteration of a building or structure performed by or for the Washington Metropolitan Area Transit Authority in connection with the construction, alteration, repair or maintenance of bus and rapid rail system; the Northern Virginia Regional Park Authority; the School Board of the County of Arlington, Virginia; or the County of Arlington, Virginia. No permit required by the building code shall be valid until the prescribed fee has been paid to the treasurer of Arlington County.

(b) *New buildings and additions.* For a permit for the construction of a new building or addition to a buildings ~~and~~ or structures except for one- and two-family dwellings, the fee shall ~~at the rate of seventeen cents (\$0.17) per square foot of aggregate area for R3 and R4 use groups, and at the rate of eighteen cents (\$0.18) for aggregate area for additions to R3 and R4 use groups, and at the rate of nineteen cents (\$0.19) per square foot of aggregate area for all remaining use groups construction. The term "aggregate area" shall be held to include the area of all floors, plus the area of the basement, if any, plus the horizontally projected area of the roof~~ be seventy cents (\$0.70) per gross square foot of total floor area or the minimum permit fee whichever is greater. The permit fee for new construction and additions to one- and two-family detached and attached buildings shall be fifty cents (\$0.50) per gross square feet of total floor area. Twenty-five (25) percent of the permit fee shall be paid at the time plans are submitted for review. This amount shall not be refunded if no permit is issued. An applicant must provide building dimensions, square footage, use group, construction type, and numbers of floors including basements, in order for the fee to be calculated.

(c) *Alterations, repairs and tenant layouts except one- and two-family detached and attached buildings.* For a permit for the alteration or repair of a building or structure, the construction or replacement of a fence, tower, wall, or other structure not defined as a building, ~~or for excavations/foundations, footings, sheeting, shoring,~~ or tenant layouts, the fee shall be fifty cents

(\$0.50) per gross square foot of total area or the minimum permit fee whichever is greater. based on the cost of the work, as follows:

(d) Alterations, and repairs of one-and-two-family detached and attached buildings.

(1) Fourteen cents (\$0.14) per square or linear foot.

~~(2) Excavations/foundations, footings, sheeting and shoring: The fee shall be six cents (\$0.06) per square foot.~~

~~The term "estimated cost" shall mean the reasonable value of all services, labor, materials, and use of scaffolding or other appliances or devices entering into and necessary to the prosecution and completion of the work.~~

(e) Notwithstanding any provisions of this ordinance, minimum permit and application filing fee for any construction, alteration, addition, or revision (per occurrence) except for one- and two-family detached and attached buildings shall be \$200. Minimum permit fee and application filing fee for new construction, alteration and addition to one and two-family detached and attached buildings shall be \$75.

~~(d)~~ (f) Removal of building to new location. For a permit for the removal of a building or structure to a new location, the fee shall be at the same rate as herein established for the alteration or repair of a building or structure.

(g) Code Modifications.

1. The fee for a construction-code-modification request for one- and two-family attached and detached dwellings is \$50.

2. The fee for a construction-code-modification request for all other buildings, including multi-family dwellings, is \$200.

~~(e)~~ (h) Signs. For a permit for the erection of a sign, see Section 34 of the Zoning Code.

~~(f)~~ (i) Demolitions. For a permit for the demolition of a building or structure, the fee shall be thirty two hundred dollars (\$30)(200). and five hundred dollars (\$500) bond shall be deposited with the treasurer, or other surety bond satisfactory to the building official. Such bond shall be forfeited in the event that all material and rubbish is not removed from the site within thirty (30) days of completion of actual demolition.

~~(g)~~ (j) Elevators :

(1) ~~For a Permit fees for the installation and repair of an elevator, escalator, dumbwaiter or material/personnel lift, the fees shall be as follows:~~

~~For each building . . . \$ 35.00~~

~~Plus, for each of the following:~~

~~Passenger or freight, per elevator . . . 75.00~~

~~Plus, per floor per elevator . . . 10.00~~

Escalator, per floor per escalator . . . 45.00

Dumbwaiter:

Power . . . 35.00

Hand . . . 25.00

Material/personnel lift . . . 50.00

Residence/single family townhouse elevator . . . 50.00

Plus, per floor per elevator . . . 10.00

Contract cost of the installation multiplied by 0.0075. Applicant shall submit, with permit application evidence of the contract value.

~~(2) For repairs to any of the above:~~

~~Estimated cost up to \$10,000.00 per elevator . . . \$50.00~~

~~Estimated cost up to of \$10,001 to \$25,000.00 per elevator . . . 100.00~~

~~Estimated cost over \$25,000.00 per elevator . . . 150.00~~

~~(2) For an annual Periodic inspection certificate of compliance the annual fee shall be as follows:~~

~~Passenger or freight, per elevator base fee \$150.00 \$250.00~~

~~Plus additional per floor fee of \$10.00~~

~~Sidewalk elevator power . . . 30.00~~

~~Escalator, per floor . . . 25.00 \$250.00~~

~~Dumbwaiter: . . . 30.00~~

~~Power . . . 30.00~~

~~Hand . . . 30.00~~

~~Material/personnel lift . . . 30.00~~

~~(4) For a certificate of compliance, only . . . 45.00~~

~~(5) (4) For a temporary certificate which shall be valid for six (6) months for each elevator . . . 100.00 300.00~~

~~(6) New construction, residential:~~

~~New single family or town house with 200 amperes or less . . . 160.00~~

~~(7) Maintenance test other than for new installation or annual compliance certificates:~~

~~Governor, speed and safety test, per car . . . 50.00~~

~~Hydraulic pressure test . . . 50.00~~

~~(8) Standby inspection:~~

~~Moving on car top, per hour . . . 40.00~~

~~(9) Accessibility lift (base) . . . 50.00~~

~~Plus, per floor . . . 10.00~~

~~(h) (k) Mechanical equipment permit fees:~~

~~(1) Fees for the installation, repair or alteration of boilers, furnaces, unfired pressure vessels, ventilation, exhaust systems or refrigeration equipment, incinerators, air conditioners, heat pumps, etc.:~~

~~(1.1) Independent refrigeration and refrigeration cycles of air conditioning systems:~~

~~Condensers, chillers and heat pumps . . . 36.00~~
~~Plus, each additional refrigeration ton over five (5) tons . . . 3.00~~
~~Cooling towers 100 tons and under . . . 35.00~~
~~Cooling towers over 100 tons . . . 50.00~~
~~Walk-in boxes, ice machines and other miscellaneous equipment greater than or equal to one (1) horsepower, each . . . 30.00~~
~~(1.2) Unfired pressure vessels, for first 50 square feet of cross-sectional area, computed at greatest dimensions of length and width . . . 26.00~~
~~Plus, each additional 50 square feet or fraction thereof . . . 12.00~~
~~(1.3) Boilers:~~
~~Hot water heating and supply boilers, low pressure steam boilers, power boilers, miniature boilers up to 200 MBH input . . . 48.00~~
~~Plus, each additional 100 MBH . . . 11.00~~
~~(1.4) Heating equipment:~~
~~Furnaces, fuel fired unit heaters, and fuel fired space heaters up to 100 MBH . . . 28.00~~
~~Plus, each additional 100 MBH or fraction thereof . . . 12.00~~
~~Hot water base board heater, per section . . . 18.00~~
~~(1.5) HVAC systems:~~
~~1. Piping:~~
~~Fuel/steam/hot water/chilled or condenser water, per system (base) . . . 28.00~~
~~Plus, each additional floor served per riser . . . 12.00~~
~~Plus, each additional riser . . . 16.00~~
~~2. Ventilation system—commercial (duct work):~~
~~Per system (base) . . . 16.00~~
~~Plus, each additional floor served per riser . . . 6.00~~
~~Plus, each additional riser . . . 16.00~~
~~Ventilation system—residential (duct work):~~
~~Per system or apartment unit (base) . . . 22.00~~
~~(System or apartment unit shall include bath, kitchen, and dryer exhaust)~~
~~V. A. V. boxes (each) . . . 6.00~~
~~3. Exhaust system:~~
~~Per system (base) . . . 16.00~~
~~Plus, each additional floor served per riser . . . 6.00~~
~~Plus, each additional riser . . . 16.00~~
~~Commercial kitchen exhaust system . . . 50.00~~
~~Plus, each clean out access . . . 2.00~~
~~4. Fire damper or subduct, each . . . 2.00~~
~~5. Air handling units:~~
~~Each, up to and including 5,000 CFM . . . 12.00~~
~~Each over 5,000 CFM . . . 18.00~~
~~6. Fan coil units or induction units:~~
~~Each unit, up to 10 . . . 16.00~~
~~Each additional unit over 10 . . . 11.00~~
~~7. Residential alteration:~~
~~For alteration, replacement, or extension of existing air conditioning, heating, ventilation, or exhaust system . . . 16.00~~

(1.6) Commercial alteration:

For alteration, or extension of existing air conditioning system, 1.5% of estimated cost of job

(1.7) Incinerators, commercial and industrial type:

Up to and including 300 pounds per hour capacity . . . 25.00

Over 300 pounds per hour capacity . . . 50.00

Alterations involving a material change or addition to original design of an incinerator . . . 35.00

Installation of primary or secondary burner . . . 15.00

(1.8) Chutes:

Linen, trash, etc. . . . 50.00

Plus, for each hopper door . . . 12.00

Compactor installation . . . 35.00

(1.9) For conversion of boilers from water to steam or reverse, or to stoker, gas or oil . . . 36.00

Replacement of burner . . . 36.00

(1.10) Replacement of a cast iron section, retubing five (5) or more tubes or staybolts, cutting out and replacement or alteration of any part of the drum, side sheets, or tube sheet of a boiler or unfired pressure vessel, or to hydrostatically test vessel to determine safety of boiler after repairs are made, the permit fee shall be . . . 55.00

(2) For inspection of boiler rooms:

Boiler rooms with one (1) boiler . . . 45.00

Boiler rooms with two (2) or more boilers . . . 53.00

(3) Miscellaneous fees:

Unfired pressure vessels with or without manhole . . . 26.00

Miscellaneous equipment, each . . . 16.00

Condensate return tank; pumps; radiators and convectors; pumps over 1 horsepower generators; heat exchangers; blowers and ventilators; air cleaners; fresh air supply heaters; humidifier and dehumidifiers; domestic hot water coil replacement; air compressor or similar mechanical equipment.

Oil tanks:

Up to 1,000 gallons, per inspection . . . 35.00

Abandonment or removal, each . . . 35.00

Over 1,000 gallons, per inspection . . . 45.00

Minimum fee . . . 34.00

For inspection made necessary by failure to be ready for inspection . . . 40.00

Mechanical Permit

1. New single-family dwelling units and one- and two-family townhouses:

The fee for mechanical permit of one (1) HVAC system in new single-family dwelling units or one- and two-family townhouses shall be . . . 150.00

Additional HVAC systems, each . . . 50.00

2. Single-family and town house alteration, replacement, and repaired equipment:

The base mechanical fee shall be \$49.00 plus the equipment fee listed in this section. The following fee schedule applies to each piece of equipment.

a. Heating equipment (includes, but is not limited to, heat pump auxiliary heat, heating capacity of packaged units, duct heaters, vav box heating elements, gas-fired fireplaces, etc.):

Each 100 MBH or fraction \$20

b. Cooling equipment (includes, but is not limited to, cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.):

Each five tons of capacity or fraction \$20

c. Fuel tanks:

Each 500 water gallons or fraction \$40

d. Expansion tanks:

Each 50 water gallons or fraction \$40

e. Pre-fabricated fireplace (includes wood stoves)

Each firebox \$25

f. Pre-fabricated chimney

Each chimney \$10

3. Other buildings: This fee includes a base mechanical fee and individual equipment fee. Applicant shall submit, with permit application evidence of the contract value and equipment value.

a) The base mechanical fee is 1.5% of the cost difference between the contract value and the value of listed equipment This fee is in addition to the equipment fee listed below.

b) New, altered, replacement, and repaired equipment fee:

The following fee schedule applies to each piece of equipment.

a. Heating equipment (includes, but is not limited to, heat pump auxiliary heat, heating capacity of packaged units, duct heaters, vav box heating elements, gas-fired fireplaces, etc.):

Each 100 MBH or fraction \$20

b. Cooling equipment (includes, but is not limited to, cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.):

Each five ton capacity or fraction \$20

c. Fuel tanks:

Each 500 water gallons or fraction \$40

d. Expansion tanks:

Each 50 water gallons or fraction \$40

e. Pre-fabricated fireplace (includes wood stoves)

Each firebox \$25

f. Pre-fabricated chimney

Each chimney \$10

4. A minimum fee of \$75 applies to all Mechanical Permits.

(l) Residential swimming pool fees . The fee for a permit to construct a swimming pool shall be at the rate of ten cents (\$0.10) per square foot of water surface area.

~~(j) Revised plan fees . The fee for major modification of preliminary or approved building plans:-~~

~~Use groups, except R-3 and R-4, per square feet of area affected by revision . . . 0.06~~

~~Use groups R-3 and R-4, per square feet of area affected by revision . . . 0.05~~

(m) Refunds. In case of abandonment or withdrawal of any permit or application, seventy (70) percent of the fee shall be refunded to the applicant, provided that he makes a written request before the work is commenced. If work has commenced, the applicant may return the permit with a written request for cancellation and a pro-rata refund of the fee shall be made based on the remaining incompleting work; provided further that such request is made within six (6) months after the date the permit is issued.

~~(l) Minimum mechanical and building permit fee . . . 35.00~~

~~(m) [Reinspection fee.] For inspections made necessary by failure to be ready for inspection when requested or second reinspection fee for the same violation . . . 40.00~~

(n) Parking lots . For a permit for the construction or enlargement of a parking lot, the fee shall be at the rate of seventy-five cents (\$0.75) per one hundred (100) square feet or fraction thereof.

~~(o) Roof repairs and replacement permit fees:-~~

~~Up to 2,000 square feet . . . 35.00~~

~~2,000 square feet to 10,000 square feet . . . 60.00~~

~~10,000 square feet to 30,000 square feet . . . 175.00~~

~~30,000 square feet or more . . . 225.00~~

~~(p) New single family dwelling units and one and two family townhouses:-~~

~~The fee for mechanical inspections of one (1) HVAC system in new single family dwelling units and one and two family townhouses shall be . . . 120.00~~

~~Additional HVAC systems, each . . . 38.00~~

(o) Modular housing unit inspection . . . 50.00

(12-8-79; 10-21-80; 9-22-81; Ord. No. 82-5, 2-27-82; Ord. No. 82-42, 12-4-82; Ord. No. 83-10, 7-1-83; Ord. No. 84-9, 4-28-84; Ord. No. 85-25, 7-13-85; Ord. No. 86-11, 5-17-86; Ord. No. 87-9, 3-21-87; Ord. No. 88-8, 4-30-88; Ord. No. 90-6, 7-1-90; Ord. No. 91-17, 7-1-91; Ord. No. 92-1, 2-1-92; Ord. No. 93-4, 7-1-93; Ord. No. 94-9, 4-23-94; Ord. No. 95-8, 4-29-95; Ord. No. 97-7, 4-12-97; Ord. No. 98-10, 7-1-98; Ord. No. 99-9, § 1, 4-14-99; Ord. No. 03-10, 4-26-03; Ord. No. 04-10, 4-24-04)

§ 3-6. Effect on other legislation.

Nothing in this chapter or in the building code adopted in this chapter shall be held to invalidate any part of the zoning ordinance of the county, dated July 15, 1950, except in cases of direct conflict.

§ 3-7. Severability.

If any part or parts, section, subsection, sentence, clause, or phrase of this chapter is for any reason declared unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this chapter, which shall remain in full force and effect as if this chapter had been passed with the unconstitutional or otherwise invalid part or parts, section, subsection, sentence, clause or phrase thereof eliminated.

§ 3-8. Reserved.

§§ 3-8.1--3-8.3. Reserved.

Editor's note: Former §§ 3-8.1--3-8.3, which pertained to safety requirements, were repealed by Ord. No. 86-11, enacted May 17, 1986. The repealed provisions derived from an ordinance of Dec. 8, 1979, and Ord. No. 82-42, enacted Dec. 4, 1982.

§ 3-9. Exterior driveways.

(a) New or replacement driveways and aprons shall be constructed to meet established engineering and construction standards of the inspection services division, zoning and department of environmental services.

(b) Such construction shall require a permit and submission of a set of plans. A fee of thirty-five dollars (\$35.00) will be charged if obtained separately from a building permit.

~~(9-22-81; Ord. No. 82-42, 12-4-82; Ord. No. 88-8, 4-30-88; Ord. No. 90-6, 7-1-90; Ord. No. 92-1, 2-1-92; Ord. No. 97-7, 4-12-97; Ord. No. 04-22, 10-2-04)~~

§ 3-10. Maintenance.

Buildings and structures, permanent or temporary, which are used to store hazardous materials, or occupied or to be used by twenty (20) or more persons who are employed, lodged, housed, assembled, served, entertained or instructed therein, or the common areas of residential structures containing four (4) or more units, including buildings owned by the state or by any of its political subdivisions and the equipment therein may be inspected periodically after completion to ensure that the building code standards at the time of construction are properly maintained. Permanently installed elevators, manlifts, escalators, and similar type equipment shall be inspected annually per maintenance and safety requirements in the current edition of ANSI A-17.1, referenced by the Virginia Uniform Statewide Building Code, New Construction Code.

(9-22-81; Ord. No. 86-11, § 5, 5-17-86; Ord. No. 93-25, 12-14-93)

§ 3-11. Reserved.

Editor's note: Former § 3-11, which pertained to smoke detectors and derived from legislation of Sept. 22, 1981, was repealed by Ord. No. 86-11, enacted May 17, 1986.

~~§ 3-12. Snow loads and frostline requirements.~~

~~The minimum wind and snow live roof load shall be twenty (20) pounds per square foot liveload design and ten (10) pounds per square foot deadload design. The frostline level to the bottom of the footings shall be thirty (30) inches.~~

~~(9-22-81; Ord. No. 88-8, 4-30-88)~~

§ 3-13. Reserved.

Editor's note: Former § 3-13, which pertained to parking garage clearances, and derived from Ord. No. 82-42, enacted Dec. 4, 1982 and Ord. No. 83-18, enacted June 18, 1983, was repealed by Ord. No. 93-25, enacted Dec. 14, 1993.

§ 3-14. Unsafe buildings.

~~(1) *Right of condemnation.* Buildings and their equipment that fail to comply with the building code in effect at the time of construction of such buildings which, through deterioration, improper maintenance, or for other reasons, have become unsafe, unsanitary, or deficient in adequate exit facilities, and which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, shall be deemed unsafe buildings and equipment. All unsafe buildings and equipment shall be made safe through compliance with the building code in effect when constructed or shall be taken down and removed, as the building official may deem necessary. A vacant building, unsecured or open at door or window, may be deemed a fire hazard and unsafe within the meaning of this section.~~

~~(2) *Notice of unsafe building.* If a building is found to be unsafe, the building official shall serve a notice on the owner, his agent or person in control of the unsafe building specifying the required repairs or improvements to be made to render the building safe, or requiring the unsafe building or portion thereof to be taken down and removed within a stipulated time. Such notice shall require the person thus notified to declare without delay to the building official his acceptance or rejection of the terms of the notice~~

~~(3) *Vacating building.* When, in the opinion of the building official, there is actual and immediate danger of failure or collapse of a building subject to the building code in effect when constructed, or any part thereof, which would endanger life, or when any building or part of a building has fallen and life is endangered by occupancy of the building, the building official may order the occupants to vacate the building forthwith. The building official shall cause a notice to be posted at each entrance to such building reading as follows: "This Structure is Unsafe and its Use or Occupancy has been Prohibited by the Building Official." No person shall thereafter enter such a building except for one of the following purposes:~~

~~(a) To make the required repairs;~~

~~(b) To take the building down and remove it; or~~

~~(c) To make inspections authorized by the building official.~~

~~(4)~~(1) *Abatement or removal of nuisances and recovery of costs.* Whenever the building official believes dangerous, unsafe, or unsanitary conditions exist in any building, and further believes that those conditions menace the health and safety of the building's occupants or the public, then the building official shall declare the building to be a public nuisance, shall order the responsible party to abate, raze, or remove the nuisance, and shall initiate a legal action to compel the responsible party to do so.

(a) Authority to require removal or repair of unsafe buildings and structures and recovery of costs.

(1) The owner of property shall at such time or times as the building official may prescribe, remove, repair, or secure any building, wall, or any other structure which might endanger the public health or safety of other residents. The building official, through its own agents or employees, may remove, repair, or secure any building, wall, or any other structure which might endanger the public health or safety of other residents and the county, when the owner and lien holders of property, after reasonable notice and a reasonable time to do so, have failed to remove, repair, or secure said building, wall, or other structure.

(2) In the event the county, through its own agents or employees, removes, repairs, or secures any building, wall, or any other structure after complying with the notice provisions above, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the county as taxes and levies are collected.

(3) Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 and 4 of Chapter 39 of Title 58.1 of the Code of Virginia.

(b) Whenever a public nuisance exists in the county, the county manager or designee may maintain an action to compel the responsible party to abate, raze, or remove such public nuisance. If the public nuisance presents an imminent and immediate threat to life or property, then the county may abate, raze, or remove such public nuisance and recover from the responsible party the necessary costs incurred for the provision of public emergency services reasonably required to abate any such public nuisance.

(c) The term "nuisance" shall include, but not be limited to, dangerous or unhealthy substances which have escaped, spilled, been released, or which have been allowed to accumulate in or on any place, and all unsafe, dangerous, or unsanitary public or private buildings, walls, or structure which constitute a menace to the health and safety of the occupants thereof or the public. The term "responsible party" shall include, but not be limited to, the owner, occupier, or possessor of the premises where the nuisance is located, the owner or agent of the owner of the material which escaped, spilled, or was released, and the owner or agent of the owner who was transporting or otherwise responsible for such material and whose acts or negligence caused such public nuisance.

(Ord. No. 82-42, 12-4-82; Ord. No. 83-18, 6-18-83; Ord. No. 90-26, 8-11-90; Ord. No. 93-25, 12-13-93)

~~§ 3-15. Small appliance replacement program.~~

~~(1) Permit . A mechanical, electrical or plumbing contractor may install, as prescribed by the inspection service division, permanently wired or plumbed appliances on a small appliance replacement permit, provided the capacity of the electrical panel or gas service in the building is not exceeded. Small appliances include, by way of illustration but not limitation, central air~~

~~conditioner, oil or gas furnace/boiler replacement, attic fan, exhaust fan, disposal, dishwasher, water heater and humidifier, stoves, dryers, range hoods and exhaust fans.~~

~~(2) Fees :-~~

~~(a) Permit fee . . . \$ 35.00~~

~~(b) Each additional appliance added on the same permit . . . 8.00~~

~~(c) Reinspection fee . . . 30.00~~

~~(3) Licensing . Class A contractors are exempted from these requirements. Class B electrical, plumbing and mechanical contractors certified by examination of the Virginia Board of Housing and Community Development as a master mechanical, electrical, or plumbing workers shall register and post bond:-~~

~~Annual registration fee . . . \$ 20.00~~

~~Bond . . . 5,000.00~~

~~Contractors licensed by other Virginia jurisdictions with equivalent examinations may be licensed without submitting to the examination. Class A contractors are exempted from these requirements. Class B electrical, plumbing and mechanical contractors with certified Level II mechanical, electrical, or plumbing worker shall only register and post bond.~~

~~(Ord. No. 83-18, 6-18-83; Ord. No. 84-13, 5-12-84; Ord. No. 88-8, 4-30-88; Ord. No. 92-1, 2-1-92; Ord. No. 95-8, 4-29-95; Ord. No. 04-10, 4-24-04)~~

~~§ 3-16. Arlington County Building Code Board of Appeals.~~

~~(a) Pursuant to Section 36-105, Code of Virginia, the Arlington County Building Code Board of Appeals shall consist of seven (7) members based on their ability to render fair and competent decisions regarding application of the Virginia Uniform Statewide Building Code. At least one (1) member each shall be an experienced builder, one (1) a licensed electrical contractor, one (1) a licensed plumbing or mechanical contractor, and one (1) a licensed architect or engineer. Employees or officials of Arlington County shall not serve as panel members.~~

~~(b) The Arlington County Building Code Board of Appeals shall conduct its business in accordance with administrative procedures contained in the latest edition of the Virginia Uniform Statewide Building Code.~~

~~(Ord. No. 89-25, 9-23-89)~~

Chapter 7 ELECTRICAL CODE*

***Editor's note:** Ordinance No. 89-25, adopted Sept. 23, 1989, repealed former Ch. 7 and enacted, in lieu thereof, a new Ch. 7 as herein set forth. The repealed provisions consisted of Arts. I--IV which pertained to general electrical provisions, the National Electrical Code, electrical contractors and electrical permits.

Cross references: Building code, Ch. 3; fire prevention code, Ch. 8; food code, Ch. 9; licenses generally, Ch. 11; nursing homes and child care agencies, Ch. 16; plumbing and gas codes, Ch. 18; subdivisions, Ch. 23; swimming pools, Ch. 24; utilities, Ch. 26; housing standards, Ch. 29; home improvement, Ch. 51; child care centers, preschools, etc., Ch. 52; family day care homes, Ch. 59.

§ 7-1. Title and scope.

§ 7-2. Definitions.

§ 7-3. Availability of codes.

§ 7-4. Administration and enforcement.

§ 7-5. Reserved.

§ 7-6. Permits and fees.

§ 7-7. General provisions.

§ 7-1. Title and scope.

(a) *Title* . This chapter shall be known as the "Arlington County Electrical Code" and may be so cited.

(b) *Scope--New electrical systems* . This code shall apply to electrical systems and to parts thereto which are hereafter installed in buildings of the occupancy classifications enumerated in the ~~National Electrical Code~~. Virginia Uniform statewide Building Code.

(Ord. No. 89-25, 9-23-89)

§ 7-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
Building official . The inspection services division chief of Arlington County, his agent or designee.

Construction code inspector . The qualified person charged with the inspections of all electrical systems and electrical work performed in the county.

(Ord. No. 89-25, 9-23-89; Ord. No. 95-14, 8-8-95; Ord. No. 97-7, 4-12-97)

§ 7-3. Availability of codes.

There is hereby made available by the county board of the County of Arlington, ~~Virginia, the National Electrical Code, latest edition, (National Fire Protection Association, latest edition) containing definitions, specifications and standards for the installation, alteration, maintenance, servicing and repair of electrical equipment for light, heat and power purposes as adopted by the Virginia Uniform Statewide Building Code, latest edition, of which copies of each are on file in~~

the office of the Inspection Services Division, ~~Suite 804~~, 2100 Clarendon Boulevard, and may be examined during the hours between 8:00 a.m. and 5:00 p.m. on regular business days.
(Ord. No. 89-25, 9-23-89)

§ 7-4. Administration and enforcement.

(a) *Administrator--Designated* . The administration and enforcement of this code shall be the duty of the building official who is hereby authorized to take such actions, including the promulgation of rules and regulations, as may be reasonably necessary to enforce the provisions of this code. The building official may appoint assistants or agents that are necessary to carry out the provisions of this code.

(b) *Same--Powers and duties* :

(1) The building official or his agent shall have the right and power and it shall be their duty to cause all electrical equipment in or on any building in the county to be inspected from time to time in order to ascertain whether, due to the construction, installation or the condition thereof, such electrical equipment is dangerous to life or property.

(2) When the use of any electrical work shall be found dangerous to health and safety, the building official or a duly authorized agent is hereby authorized to order it removed or made safe as may be deemed necessary.

(c) *Responsibilities of owner or occupant* :

(1) Every building, structure or part thereof shall be kept in good electrical repair by the owner.

(2) No person shall knowingly have any electrical work done on premises under his control or on the premises owned by him, except in accordance with the provisions of this code.

(d) *Compliance required* . No person shall install, alter, maintain, service or repair, or cause or permit the installation, altering, maintaining, servicing or repairing of electrical equipment in or on any building, except in accordance with the provisions of this code.

(e) *Inspections--Request for registered electrical contractor's representative to be present* .

The inspection services division may require a representative of the registered electrical contractor to be on the job when inspection is made.

(f) *Same--Notice of defect; failure to comply* . When any electrical equipment is found, upon inspection by a construction code inspector, to be dangerous to life or property because it is defective or defectively installed, the person responsible for the electrical equipment shall be notified in writing and shall make any changes or repairs necessary in the judgment of the building official or a duly authorized agent to place such equipment in safe condition. If any person fails to comply with a notice issued by the building official or a duly authorized agent to correct the violation within a reasonable period stated in the notice, the building official shall order the electric company to disconnect its supply of electricity and such electric company shall thereupon disconnect its lines and discontinue the supply of electricity.

In such cases, the notice to the electric company shall state the reason for the service being ordered disconnected and the party responsible for the violation, if such party is known. Any person failing to make corrections of a violation within the time specified in the notice shall be refused any further permits to do electrical work within the county until such corrections are made.

(g) *Interference with building official* . The occupant or owner of property or premises where any electrical equipment is used or is to be used shall not refuse to allow, interfere with or prevent the discharge of duties hereunder by the building official hereunder, or withhold or

refuse to divulge, on request of the building official, the name of the person responsible for doing such work herein or thereon.

(h) *Approval of installation* . No person shall use current in the wiring, fixtures or other electrical lines or equipment falling within the scope of this chapter until approval has been granted by a representative of the inspection services division who shall notify the utility that will supply electrical service to the premises when an installation has been approved and grant it permission to energize its service connection and supply the premises with electric service. Written confirmation of such approval shall be furnished to the utility supplying the electric service by the inspection services division.

(i) *Appeals* . The owner of a building or structure, registered electrical contractor or master electrician may appeal from a decision of the building official on his or her interpretation and enforcement of the provisions of this chapter to the building code board of appeals.
(Ord. No. 89-25, 9-23-89)

§ 7-5. Reserved.

Editor's note: Former § 7-5, which pertained to registration of contractor and certification of worker, was repealed by Ord. No. 95-14, enacted Aug. 8, 1995.

§ 7-6. Permits and fees.

(a) *Permit required* . No electrical work, except minor repair work, shall be performed by any registered electrical contractor, or master electrician, or any owner, owner's agent, architect or engineer until such person has applied for and received a permit from the inspection services division.

(b) *Work in single-family dwellings and townhouses* . Any permit required by this section may be issued to a person, whether registered or not, to do any work regulated by this chapter in a single-family dwelling or townhouse used exclusively for residence purposes, including the usual accessory buildings and quarters in connection with such building, provided that the person is the bona fide owner or agent of the owner of such dwelling.

(c) *Plans required* . Before permits required in this article shall be issued for any electrical work involving a new or renovated commercial or high-rise or multifamily residential building, the prescribed sets of plans must have been submitted to and approved by the inspection services division. Before permits will be issued for major electrical repairs in existing buildings, the registered electrical contractor, owner, owner's agent, architect, engineer or master electrician shall file with the inspection services division detailed sketches of the work proposed to be done. The permit shall not be issued until the plan or sketches have been approved by the construction plan examiner.

(d) *Permit fees*. There shall be no fees assessed for a permit required by this section to do electrical work by or for: the Washington Metropolitan Area Transit Authority in connection with the construction, alteration, repair or maintenance of bus and rapid rail system; the Northern Virginia Regional Park Authority; the School Board of the County of Arlington, Virginia; or the County of Arlington, Virginia.

Nothing in this section shall be construed to alter, amend or modify any rule, regulation, standard or requirement of the National Electrical Code, as adopted by the Virginia Uniform Statewide Building Code, Code of Virginia, 1950, as amended, including standards and amendments previously or subsequently adopted.

No permit shall be issued under the provisions of this chapter until the following fees have been paid:

Base fee per permit for electrical permit . . . 49.00, plus

(1) Circuits:

Each circuit . . . \$ ~~3.00~~6.00

(2) Fixtures and Receptacle Outlets:

Each ~~10~~ 4, or part of ~~10~~ 4, for any portion of a total not producing a whole number when divided by 10 (devices, receptacles, and switch outlets) . . . 8.00

(3) Outdoor and Indoor Electric Signs:

Outdoor, single unit sign, each . . . ~~30.00~~75.00

Indoor, single unit sign, each . . . ~~30.00~~60.00

(4) Temporary Installations:

60 through 100 amperes service . . . ~~35.00~~70.00

101 through 600 amperes service . . . ~~40.00~~80.00

Over 600 amperes service . . . ~~60.00~~120.00

(5) Service Equipment:

Original installation or replacement of service equipment as follows:

First 500 amperes . . . ~~35.00~~70.00

501 through 1600 amperes . . . ~~75.00~~175.00

1601 through 3000 amperes . . . ~~100.00~~250.00

Over 3000 amperes . . . ~~150.00~~350.00

Temporary power (T.P.F.) (prior to final approval) . . . ~~25.00~~50.00

Meters (including sub-meters for all new residential and commercial construction), each . . . ~~8.00~~20.00

Sub-panels, each . . . ~~10.00~~20.00

~~(6) New Construction, Residential:~~

~~New single family or town house with 200 amperes or less . . . 160.00~~

~~a. Not included but subject to additional fee:~~

~~1. T.P.F. (Temporary power, prior to final approval)~~

~~2. Unattached structures, garages, sheds, etc.~~

~~3. Site lighting, pole lights, landscape lighting, etc.~~

(6) Commercial site lighting, pole lights, landscape lighting, etc (each device)....20.00

(7) Residential:

a. Fixed appliances (excluding space heating devices); all hard wired fixed appliances, separate or combined circuits:

First appliance . . . ~~10.00~~20.00

Each additional (not including circuit) . . . ~~5.00~~10.00

Note: Fixed appliances include dishwashers, disposals, dryers, water heaters, ranges, gas burners, air handlers, humidifiers, electronic filters, attic fans, paddle fans, kitchen and bathroom fans, and post and flood lights.

b. Heating:

Each kw (not including circuit) . . . ~~2.50~~5.00

Central air conditioners (not including circuit), each . . . ~~10.00~~20.00

(8) Commercial:

a. Heating, each kw (not including circuit) . . . ~~3.00~~6.00

b. All hard wired commercial cooking units, industrial ovens, appliances, etc. (not including circuits), per unit . . . ~~10.00~~20.00

c. Transformers:

1 kva through 50 kva . . . ~~20.00~~40.00

Over 50 kva . . . ~~35.00~~70.00

(9) Larger Receptacle Outlets:

Greater than 20 ampere capacity, per outlet . . . ~~10.00~~20.00

(10) Motors (each):

1/4 hp through 5 hp . . . ~~6.00~~12.00

6 hp through 25 hp . . . ~~9.00~~18.00

26 hp through 50 hp . . . ~~12.00~~25.00

51 hp through 75 hp . . . ~~27.00~~50.00

Over 75 hp . . . ~~35.00~~75.00

(11) Generators (each):

1 to 50 kw . . . ~~35.00~~75.00

Over 50 kw . . . ~~50.00~~100.00

(12) Fire Annunciation Alarm Systems, Commercial (including circuits):

Base fee per permit replacing, or setting devices. . . 150.00

In addition Each actuating device: pull station, gong, bell, flashing light, flow switch, tamper switch, smoke detector, heat detector, door lock, etc. . . . ~~2.00~~6.00

Fire alarm panel, first plan review

for gross floor area of up to 5000 square feet . .250.00 ,

for floor area of 5001-10000 square feet500.00 ,

for floor area of 10,001-20000 square feet750.00 ,

and for floor area of over 20000 square feet1000.00.

Subsequent plan reviews, each additional review

for gross floor area of up to 5000 square feet .. 200.00

for floor area of 5001-10000 square feet400.00 ,

for floor area of 10,001-20000 square feet600.00 ,

and for floor area of over 20000 square feet800.00.

(13) Swimming Pools:

Bonding, pool wiring and motors . . . ~~50.00~~100.00

(14) Modular Housing Unit Inspection (not including temporary power, unfinished basements and service) . . . ~~75.00~~150.00

(15) Minimum Permit Fee . . . ~~35.00~~70.00

The minimum permit fee shall not apply to permits for the installation of a single circuit and fixed appliances not exceeding 20 amperes in existing single-family homes, townhouses or dwelling units in multifamily buildings.

(16) Reinspection fee after the first or subsequent disapproval. . . 40.0060.00

(17) Working without permit.....100.00

A reinspection fee will be charged for each inspection after the second inspection.

(18) The following additional fees shall apply to each permit:

- d. a 1.75% fee levy as authorized by USBC for Code Academy activities,
- e. a 10% automation enhancement surcharge, and
- c. a 15% indirect cost surcharge

(179) Permit Fees Refund:

In case of abandonment or withdrawal of any permit, seventy (70) percent of the fee shall be refunded to the applicant, provided the applicant makes a written request before the work is commenced. If work has commenced, the applicant may return the permit with a written request for cancellation and a pro-rata refund of the fee will be made, based on the remaining, incomplete work; provided further, that such request is made within six (6) months after date of the permit or the last inspection.

(18 20) Temporary Electrical Permits:

Temporary electrical permits will be issued for sixty (60) days. A temporary permit may be renewed for an additional thirty-day period, if necessary. Applications for temporary permits must be filed under any of the following conditions:

- a. For connection to temporary service drop and for equipment to be used for construction of circuits to be used or number of power units to be installed.
- b. For connection to permanent service or for installation of temporary lighting or power equipment not included in original permit, a separate permit based on the permit fee schedule is required.
- c. For connection to permanent service of heating equipment, a temporary permit will be issued if a regular permit for permanent connection of the heating equipment is issued or is on file at the time the temporary connection is requested.

(1921) Procedures Where Work Continued was Started by Another Permittee:

Before proceeding with any electrical equipment installation which has been started by any other permit grantee, an owner shall request the electrical section of the inspection services division to inspect the installation for which a permit was granted and also to inspect any work performed, and shall also obtain an owner's permit for the remaining part of the installation.

(Ord. No. 89-25, 9-23-89; Ord. No. 90-6, 7-1-90; Ord. No. 91-17, 7-1-91; Ord. No. 92-1, 2-1-92; Ord. No. 93-4, 7-1-93; Ord. No. 95-8, 4-29-95; Ord. No. 97-7, 4-12-97; Ord. No. 98-10, 4-18-98)

§ 7-7. General provisions.

(a) *Preventive maintenance for 1,000 amperes equipment* . It shall be unlawful to perform any work on service equipment, any compartment of a switchboard, a motor control center, a transformer, or a panel for which the ampacity is one thousand (1,000) amperes or larger, or [which has a] voltage rating over two hundred fifty (250) volts regardless of ampacity, without first completely disengaging the electrical power within that piece of equipment or compartment.

Pursuant to the Virginia Uniform Statewide Building Code, Volume II, Building Maintenance Code, it shall be the responsibility of the owner, or his responsible agent, of a switchboard

having a capacity of one thousand (1,000) amperes or larger, to have a master electrician disconnect said equipment once every five (5) years or less to perform normal preventive maintenance. The preventive maintenance shall consist of all maintenance normally performed by electrical contractors including by way of illustration:

- (1) Vacuum entire interior of switchboard.
- (2) Clean bus and contacts with a suitable nonconductive solvent.
- (3) Lubricate all moving mechanisms.
- (4) Check all conductors for abrasions.
- (5) Torque bus and conductors' connections to manufacturers' recommended specifications.
- (6) Check calibration of overcurrent trip units and protective devices.
- (7) Megger board to manufacturers' specifications before re-energizing.
- (8) Replace worn, damaged or deteriorating components.
- (9) Submit report of preventive maintenance performed to inspection services division within thirty (30) days.

(b) *Fees:*

Two (2) hour minimum . . . \$100.00

Each additional hour, per hour, per inspector . . . 50.00

(Ord. No. 89-25, 9-23-89; Ord. No. 92-1, 2-1-92)

Chapter 18 PLUMBING AND GAS CODES*

***Cross references:** Building code, Ch. 3; electrical code, Ch. 7; fire prevention code Ch. 8; food code, Ch. 9; licenses generally, Ch. 11; nursing homes and child care agencies, Ch. 16; subdivisions, Ch. 23; swimming pools, Ch. 24; utilities, Ch. 26; housing standards, Ch. 29; water supply emergency, Ch. 38; home improvement, Ch. 51; child care centers, preschools, etc., Ch. 52; family day care homes, Ch. 59.

§ 18-1. Title and scope.

§ 18-2. Definitions.

§ 18-3. Availability of codes.

§ 18-4. Administration and enforcement.

§ 18-5. Registration of contractors and certification requirements.

§ 18-6. Permits and fees.

§ 18-7. General provisions.

§ 18-1. Title and scope.

(A) *Title* . This chapter shall be known as the "Arlington County Plumbing Code and Gas Code," and may be so cited.

(B) *Scope* :

Plumbing Systems or Gas Systems:

This code shall apply to all plumbing and gas systems and to parts thereto which are hereafter installed in buildings of the occupancy classifications enumerated in The Virginia Uniform Statewide Building Code. ~~BOCA National Building Code, the BOCA Plumbing Code, and the BOCA Mechanical Code.~~

(1) *Plugging, capping and sealing of abandoned sewer laterals*. When a building is razed or a new sewer connection is provided for an existing building, the abandoned sewer lateral shall be plugged or capped at, or outside of, the property line, and tightly sealed with an approved material. A permit for this work must be obtained before the work is started. Where evidence of an abandoned sewer later is found on a vacant lot or in an abandoned building, it shall be plugged and sealed after proper notice to the owner. Should the owner or agent for the premises ordered to perform this work neglect or refuse to comply with the order within thirty (30) days, it shall be the duty of the inspections division chief to arrange to have this work performed and the cost charged as a recorded lien against the property.

(Ord. No. 89-25, 9-23-89; Ord. No. 95-14, 8-8-95)

§ 18-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Building official . The inspection services division chief of Arlington County, his agent or designee.

Construction code inspector . The qualified person charged with the inspections of all plumbing and gas work performed in the county.

Division chief . The building official of Arlington County.

License . The license to engage in the business of plumbing or gasfitting issued by Arlington County.

Thoroughfare . Any street on which the vehicle count exceeds five thousand (5,000) vehicles per day.

(Ord. No. 86-11, 5-17-86; Ord. No. 88-8, 4-30-88; Ord. No. 89-25, 9-23-89; Ord. No. 95-14, 8-8-95)

§ 18-3. Availability of codes.

There is hereby made available by the county board of the County of Arlington, Virginia, the ~~BOCA Basic Plumbing Code, latest edition, and those portions of the BOCA Basic Mechanical Code, latest edition, pertaining to gas installations, including standards and amendments as adopted by the Virginia Uniform Statewide Building Code, latest edition, and the accumulative supplement to the latest edition of the Uniform Statewide Building Code,~~ of which copies of each are on file in the office of the Inspection Services Division, ~~Suite 804,~~ 2100 Clarendon Boulevard, and may be examined during the hours between 8:00 a.m. and 5:00 p.m. on their regular business days.

(Ord. No. 86-11, 5-17-86; Ord. No. 89-25, 9-23-89)

§ 18-4. Administration and enforcement.

(a) *Generally* . The administration and enforcement of this code shall be the duty of the building official who is hereby authorized to take such actions, including the promulgation of rules and regulations, as may be reasonably necessary to enforce the provisions of this code. Such persons may be appointed and authorized as assistants or agents of the building official as may be necessary to carry out the provisions of this code.

(b) *Powers and duties* . It shall be the duty of the building official or a duly authorized agent to cause all plumbing and gas work in or on any building, structure or premises in the County of Arlington to be inspected from time to time, in order to ascertain whether due to the construction, installation or the condition thereof such plumbing and gas work is dangerous to health and safety.

When the use of any plumbing or gas work shall be found dangerous to health and safety, the building official or a duly authorized agent is hereby authorized to order it removed or made safe as may be deemed necessary.

(c) *Responsibility of owner or occupant* :

(1) Every building, structure or part thereof, shall be kept in good plumbing repair by the owner.

(2) It shall be unlawful for any person to knowingly have any plumbing or gas work done on premises under his control or on premises owned by him, except in accordance with the provisions of this code.

(d) *Saving provisions* . Should any clause, sentence, paragraph or part of this code, or the application thereof to any person or circumstance, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, said judgment shall not affect, impair or invalidate the remainder of this code or the application of such provision to other persons or circumstances, but shall be confined in its application to the clause, sentence, paragraph or part thereof, directly involved in the controversy in which said judgment shall have been rendered, and to the person or circumstance involved.

(e) The owner of a building or structure, registered plumbing contractor or master plumber may appeal from a decision of the building official on his interpretation and enforcement of the provisions of this chapter to the building code board of appeals as provided herein.

(Ord. No. 86-11, 5-17-86; Ord. No. 88-8, 4-30-88; Ord. No. 89-25, 9-23-89; Ord. No. 95-14, 8-8-95)

§ 18-5. Registration of contractors and certification requirements.

Registration and certification:

(1) *Street permit bond and financial responsibility.* Any contractor qualified and registered under state law shall file with the inspection services division a street permit bond in the sum of five thousand dollars (\$5,000.00) to permit the cutting of the surface of streets or highways of the county or tunnelling under the same for the purpose of sewer connections. The registered contractor shall file with the inspection services division a public liability insurance policy with minimum limits of forty thousand dollars (\$40,000.00) or furnish satisfactory evidence of financial responsibility to satisfy claims to the extent of forty thousand dollars (\$40,000.00) of damage to person or property suffered by reason of operation in the public highway.

(Ord. No. 86-11, 5-17-86; Ord. No. 89-25, 9-23-89; Ord. No. 90-33, 10-6-90; Ord. No. 95-14, 8-8-95)

§ 18-6. Permits and fees.

(a) *Permit Required :*

(1) *Issuance; compliance, exceptions .* No person shall do plumbing or gas work, except minor repair work as herein defined, until he or she shall have filed an application and received a permit therefore from the inspection services division. No plumbing permits or gas permits shall be issued to any person other than a licensed master plumber or master mechanical worker, except that any permit required by this section may be issued to a person to do any work regulated by this chapter in a single-family dwelling or townhouse used exclusively for residence purposes, including the usual accessory buildings and quarters in connection with such building, provided that the person is the bona fide owner or agent of the owner of such dwelling and the work is done in compliance with all requirements of this code.

(2) *Card .* The plumbing permit card shall be posted on the job in such a manner that it will be clearly visible from the street and shall not be removed, defaced or altered.

(3) *Permit application .* Application for a plumbing or gas permit shall be made on forms furnished by the inspection services division. No person shall present any fraudulent information in making application for a plumbing or gas permit, nor shall he or she use the name of another person in order to secure a plumbing or gas permit, except when regularly employed by and authorized to act as agent for a master plumber or master mechanical worker.

(4) *Plans required .* Plans must be submitted and approved before permits will be issued for any plumbing work involving new buildings. Every plot plan for structures or premises which will have plumbing shall show the location and size of the public water main and also the location, size, and depth of the public sewer. If no sewer is available, the location and size of the private disposal system shall be shown. If no public water supply is reasonably available to the premises, the location and nature of the private source of supply shall be shown on the plot plan. Complete mechanical plans including fixture layout and spacing, size, material and location of all building sewers, building drains, storm sewers, drains, soil, waste, and vent piping and water supply, piping for the installation of, alteration of, or addition of the plumbing, sewage and/or

drainage system of any building or premises shall be submitted to inspection services division and approved by the construction plans examiner prior to the issuance of any plumbing permit. The master plumber or master mechanical worker shall file in the inspection services division detailed sketches of the work proposed to be done before permits will be issued for major plumbing alterations or repairs in existing buildings. The permit shall not be issued until the plans or sketches have been approved. A copy of the approved plans shall be on the construction site and available during inspections. All work shall be installed in accordance with the approved plans and any approved amendments thereto.

(5) *Abandoned or discontinued work* :

- a. Should any person to whom a permit has been issued for plumbing or gas work abandon the installation for any reason, he or she shall immediately notify the inspection services division.
- b. If an installation has been partially completed, the permit grantee, upon abandoning the installation, shall notify the inspection services division and request an inspection. A record shall be kept of the results of the inspection.
- c. If a permit grantee abandons an installation after work has been started, the work shall be inspected and a notice of any violations shall be sent to the permit grantee and the bonding company. The master plumber or master mechanical worker, who then proceeds with the installation, shall secure a permit for the entire job and shall be responsible for all work.
- d. In case of abandonment or withdrawal of any permit, seventy (70) percent of the fee shall be refunded to the applicant, provided that he or she makes a written request before the work is commenced. If work has commenced, the applicant may return the permit with a written request for cancellation and a pro-rata refund of the fee will be made based on the remaining incomplete work; provided further that such request is made within six (6) months after the date the permit is issued.
- e. Before proceeding with any plumbing or gas work which has been started by any other person, an owner or master plumber or master mechanical worker shall make request for an inspection of the installation, and shall secure a permit for the entire job and shall be responsible for all work.
- f. An owner who has secured a plumbing or gas permit may transfer said permit to the master plumber or master mechanical worker, provided he or she notified the inspection services division of his or her intention and receives inspection of the work performed to date.

(b) *Fee Schedule:*

(1) General:

1. All fees required by this section must be paid prior to release of the permit and before the start of construction.
2. Permit fees are calculated and collected for each permit application. When an application includes multiple buildings, a separate fee will be assessed to each building as defined in the building code, or as identified by a separate mailing address.
8. The following additional fees shall apply to each permit:
 - a. a 1.75% fee levy as authorized by USBC for Code Academy activities,
 - b. a 10% automation enhancement surcharge, and

c. a 15% indirect cost surcharge

(4 ~~2~~) *Plumbing* :

a. Base fee per address, per permit for new work, additions, remodeling, replacing, or setting fixtures and appliances . . . ~~29.00~~49.00

Plus, each fixture, drain or appliance . . . ~~9.00~~18.00

Minimum permit fee . . . ~~35.00~~75.00

b. Set fees:

Building sewer and tap . . . ~~30.00~~60.00

Building sewer; repair, relocate, lower . . . ~~30.00~~60.00

Building drain and vent (commercial); extend or relocate . . . ~~15.00~~30.00

Cap-off sewer . . . ~~15.00~~45.00

Storm manhole . . . ~~25.00~~45.00

~~Road sewer excavation . . . 30.00~~

Water services; new, replace, repair . . . ~~25.00~~60.00

Fire service . . . ~~35.00~~70.00

Water pipe (inside); new or replacement per dwelling unit in multi-residential of three (3) or more units or per toilet room in non-residential buildings . . . ~~15.00~~30.00

Water pipe (inside) new or replacement per toilet room, bath or kitchen for single family, duplex, or town house . . . ~~5.00~~15.00

Commercial sewage ejector or sump pump, each pump . . . ~~30.00~~60.00

Residential sewage ejector or sump pump . . . ~~30.00~~60.00

~~Swimming pool—Residential . . . 50.00~~

~~Swimming pool—Commercial . . . 100.00~~

Solar heating system . . . ~~30.00~~ No charge

(~~2~~3) *Gas* :

a. Base fee (new work); additions, remodeling, replacing, relocating or resetting gas appliances . . . ~~29.00~~49.00

Plus, each appliance . . . ~~9.00~~18.00

b. Set fees:

Extending or relocating gas line or pipe . . . ~~15.00~~30.00

Automatic gas valve (commercial range hood) . . . ~~30.00~~60.00

Emergency generator . . . ~~30.00~~60.00

(~~3~~ 4) *Any installation not listed* . . . ~~35.00~~70.00

(4 ~~5~~) *Fee per inspection made necessary by failure to be ready when requested and for reinspections after one (1)* . . . ~~40.00~~60.00

(~~5~~ 6) *Modular housing unit* . . . ~~75.00~~150.00

(~~6~~) *New single family dwelling units and one and two family townhouses:*

a. ~~With three (3) or fewer full or half baths . . . 160.00~~

b. ~~Each additional full or half bath, more than three (3) . . . 55.00~~

(7) *Sprinkler permit fees:*

The base fee ~~for a~~ per permit to install, extend, redesign, modify or alter any sprinkler system . . . 150.00

Plus each ~~400~~ 25 sprinkler heads or fraction thereof . . . 70.00

The fee for reinspections made necessary by failure of a fire protection system to operate in a satisfactory manner . . . 150.00
 Standpipe (each) . . . ~~35.00~~70.00
 Plus per floor served . . . ~~7.00~~14.00
 Fire pump , each . . . ~~160.00~~ 320.00
 The review fee for revisions beyond the second review for each additional ~~one (1)~~ resubmittal or redesign shall be, each . . . ~~175.00~~

for gross floor area of up to 5000 square feet . . . 200.00
for floor area of 5001-10000 square feet400.00 ,
for floor area of 10001-20000 square feet600.00 ,
and for floor area of over 20000 square feet800.00.

(8) ~~Halon~~ Gas-fire suppressions system :
 Installation up to ~~and including~~ contract cost of \$5,000.00 per test . . . ~~75.00~~ 350.00
 Installation ~~in excess of~~ over contract cost of \$5,000.00 per test . . . ~~150.00~~ 700.00

(9) Hood suppression system . . . ~~65.00~~ 250.00

(10) Working without permit.....100.00

(Ord. No. 86-11, 5-17-86; Ord. No. 87-9, 3-21-87; Ord. No. 88-8, 4-30-88; Ord. No. 89-25, 9-23-89; Ord. No. 90-6, 7-1-90; Ord. No. 91-17, 7-1-91; Ord. No. 92-1, 2-1-92; Ord. No. 93-4, 7-1-93; Ord. No. 95-8, 4-29-95; Ord. No. 98-10, 7-1-98)

§ 18-7. General provisions.

(a) *Buildings erected over public sewers.* No building shall be erected over a public storm or sanitary sewer, except in cases of undue hardship, limiting the full use of the property, in which case permission may be granted by the county manager or designee for storm sewers and sanitary sewers, to construct a limited portion of a building over a public storm or sanitary sewer, provided the plans for such buildings are approved by the building official, or a duly authorized agent. Arlington County will not be responsible for damage to any structure built over a public storm or sanitary sewer if it becomes necessary to excavate under or near such structure to maintain the public storm or sanitary sewer.

(b) *Maintenance of Trap Seals, Fixtures and Piping* . The plumbing system of any structure shall be maintained so as to prevent sewer or drain air from entering the building. Vent piping and stacks shall be kept free from stoppages; vacant portions of structures or vacated structures which contain plumbing shall have the normal water seal replaced with nonvolatile, nontoxic liquid, such as waste engine oil or glycerine, or the tapped fixture or device shall be disconnected and its drain opening capped or plugged. Fixtures and devices which discharge to the drainage system, if broken or damaged so liquid seals cannot be maintained, shall be replaced or removed and their drain openings capped or plugged. Broken or deteriorated piping which leaks, or emits soil or waste materials, or drain air, shall be replaced if in service, or if out of service, removed and the system closed until such time as restored use and/or service requires its replacement.

(c) *Connection to public sewer* . All taps into a sanitary sewer shall be made under the supervision of a construction code inspector. The connection of a house sewer to a public sanitary sewer shall be made using an approved saddle. The maximum size house sewer which may be connected to an eight-inch public sanitary sewer shall be five (5) inches. The maximum size house sewer, which may be connected to a ten-inch or larger public sanitary sewer is six (6)

inches. All other connections of a house sewer to a public sanitary sewer require the installation of an approved manhole, at the property owner's expense. Taps into the public sanitary sewer shall be at least three (3) feet apart. Taps into sanitary sewer manholes are prohibited, except by permission of the county manager or designee. Such taps will be made at the master plumber's expense. Taps into public storm sewers shall be made as directed by the county manager or designee. Trenches and excavations at taps into public storm or sanitary sewers shall be maintained in a safe condition and shall be kept free from water to permit adequate inspection.

(d) *Work in public right-of-way* . All construction performed within a public right-of-way or easement area shall conform to the requirements contained in the Arlington County Department of Environmental Services Construction Standards and Specifications for Streets, Storm Sewers, Water Mains, and Sanitary Sewers, copies of which are available upon request from the department of environmental services.

(e) *Easements for Sewers* . Unless a right-of-way or easement is recorded with the county clerk of Arlington County, Virginia, no sewer or drain from any building or premises shall be installed on any adjacent property or premises, even though at the time of the proposed installation the adjacent properties are under common ownership. Any plumbing permits hereafter issued without such record of easement for installation as indicated in the previous paragraph shall be null and void, and installations made without such record of easement shall be removed in case of inability on the part of the person desiring right-of-way to secure an easement or right-of-way within thirty (30) days after notice of violation.

(f) *Method of Sewage Disposal* :

(1) For a one- or two-family dwelling, a public sanitary sewer shall be deemed available when such sewer abuts the premises on which the dwelling is located, any part of the building is within three hundred (300) feet of sewer, and a connection may be made lawfully thereto according to local jurisdictional requirements.

(2) For buildings of any other occupancies, a public sanitary sewer shall be deemed available when such sewer is within five hundred (500) feet of the premises on which the building is located, measured along a street, alley or easement, and a connection may be made lawfully thereto according to local jurisdictional requirements. Any extension of public sewer required hereby shall be made at the expense of the owner of the premises to be served. Such extension shall conform to county regulations and will be inspected by the department of environmental services. This section shall not preclude installation of an extension of greater length if required by, or approved by, the county manager or designee.

(3) Disposal of radioactive wastes shall conform to rules and regulations of Title 10 Atomic Energy Commission Part 10--Standards of Protection Against Radiation Paragraph 20-203 Disposal by Release into Sanitary Sewerage System, or as required by administrative authority having jurisdiction.

(4) Sewers required: Every building or separate business establishment having an outside entrance shall have an independent building sewer connection with a public or private sewer, except where one (1) building stands in the rear of another building on the same lot and no public or private sewer is available or can be constructed to the rear building through adjoining alley, court, yard or driveway, the house drain from the front building may be extended to the rear building and the whole may be considered as one (1) house drain.

(5) Cooperative apartments, apartment buildings, condominium apartments or office buildings, and office buildings designed for rental purposes may have one (1) common building sewer, provided that other utilities (water, gas and electricity) are supplied to the building through

common meters. In shopping centers and warehouses, each rental unit in one-story buildings to be considered as one (1) building.

Exception : Commercial buildings under one (1) roof containing several different units where the landlord is responsible for the maintenance and repair of plumbing, may be served by one (1) system upon written request by the owner so long as separate units within said buildings are not subdividable under both the zoning and building codes. Semi-detached houses, attached houses, or attached condominium houses, shall have one (1) public sewer connection for each living unit.

(g) *Source of Water Supply* :

(1) For a one- or two-family dwelling a public water supply system shall be deemed available when such system abuts the premises on which the dwelling is located, any part of the building in within three hundred (300) feet of system, and a connection may be made lawfully thereto.

(2) For buildings of any other occupancies, a public water supply system shall be deemed available when such system is within five hundred (500) feet of the premises in which the building is located, measured along a street, and a connection may be made lawfully thereto.

(3) Water service required: Every building or separate business establishment having an outside entrance, shall have an independent water connection with a public or private water main, except where one building stands in the rear of another building on an interior lot and no public or private water supply main is available or can be installed to the rear building through an adjoining alley, court, yard or driveway, the water supply from the front building may be extended to the rear building and the whole maybe considered as one water service. Water service required for buildings under a single covenant, such as garden apartments, cooperative apartments, apartment buildings, condominium apartments or office buildings, and office buildings designed for rental purposes may have one (1) common water service, provided that other utilities (gas and electricity) are supplied to the building through common meters. In shopping centers and warehouses, each rental unit in one-story buildings shall be considered as one (1) building.

Exception : Commercial buildings under one (1) roof containing several different units where the landlord is responsible for the maintenance and repair of plumbing, may be served by one (1) system upon written request by the owner so long as separate units within said building are not subdividable under both the zoning and building codes. Semi-detached houses, attached houses or attached condominium houses shall have separate water service for each living unit.

(h) *Water Conservation (In-accord-with-Principal #4, BOCA-Basic-Plumbing-Code)*:-

(1) Car wash installation: Car wash installation shall be equipped with an approved water recycling system. This clause shall be retroactive and all existing car wash installations shall be equipped with such recycling devices by not later than one (1) year of the effective date of this section.

(2) Coin-operated car washes or similar devices: No coin-operated car wash may be permitted to be installed and used until plans have been submitted to and approved by the administrative authority. The plans must show the method of connection to an approved sanitary sewer system, disposal of rain subsurface water and the protection of the potable water system.

(Ord. No. 86-11, 5-17-86; Ord. No. 88-8, 4-30-88; Ord. No. 99-9, § 1, 4-14-99; Ord. No. 04-22, 10-2-04)

**PROPOSED ZONING ORDINANCE AMENDMENTS TO SECTION 36.
ADMINISTRATION AND PROCEDURES FOR THE SEPTEMBER 8, 2007, COUNTY
BOARD MEETING AND THE SEPTEMBER 4, 2007, PLANNING COMMISSION
MEETING TO INCREASE FEES FOR REZONING, COMPLIANCE LETTERS,
VARIANCES, USE PERMITS, SITE PLANS, BUILDING PERMITS AND
CERTIFICATES OF OCCUPANCY.**

BE IT ORDAINED THAT, Section 36 of the Zoning Ordinance is hereby amended, reenacted, and recodified as follows effective, October 1, 2007, in order to provide for efficient administration of the Zoning Ordinance, and to encourage economic development and to promote the health, safety and general welfare of the public:

SECTION 36. ADMINISTRATION AND PROCEDURES

B. Interpretation and General Administration.

Other uses of the same general character as those listed in a particular classification may be permitted in the mapped districts of that classification by the Zoning Administrator. Any use so determined shall be regarded as a listed use and a log of all said determinations shall be maintained as a part of the public records of the Zoning Administrator. In no instance, however, shall a use be permitted in a district when said use is first permitted in a classification which, in this zoning text, follows that for said district.

The Zoning Administrator may provide a written statement of the current classification of a property, the uses permitted in said classification, and verification of compliance with the Zoning Ordinance. The application for such a statement from the Zoning Administrator shall be accompanied by a fee of three hundred dollars (\$300.00). Applications for letters to the Virginia Department of Motor Vehicles regarding new and used motor vehicle sales and rental lots shall be accompanied by a fee of ~~two hundred twenty~~ five hundred dollars (~~\$220.00~~ \$500). Requests for special agreement letters and supplemental documentation for financing, settlements, court cases, and the like shall be accompanied by a fee of ~~one thousand sixty five~~ two thousand dollars (~~\$1,065.00~~ \$2,000). Requests for determination of lot buildability shall be accompanied by a fee of fifty dollars (\$50). (Ord. No. 89-10, 5-13-89; Ord. No. 92-13, 4-25-92; Ord. No. 95-9, § 4-29-95; Ord. No. 98-11, 7-1-98; Ord. No. 01-8, 4-21-01; 4/24/04)

C. Permits.

4. Every application for a building permit that is required under this section of the Zoning Ordinance shall be accompanied by a fee as follows:

a. *New Construction:*

New single-family, townhouses, duplexes (by-right and site plan)	\$70.00 <u>\$500</u> per dwelling unit
By-right development, including apartments, retail, and offices	\$40.00 <u>\$200 plus \$100</u> per 10,000 square feet gross floor area or fraction thereof
Site plan projects, including office, residential, hotel, commercial and institutional uses (excluding townhouses)	\$65.00 <u>\$500 plus \$200</u> per 5,000 square feet gross floor area or fraction thereof
New parking structures and lots (by-right and site plan)	\$35.00 <u>\$200 plus \$100</u> per 5,000 square feet gross floor area or fraction thereof

b. *Modifications to Existing Structures:*

Exterior Additions	
Single-Family, town houses, duplexes	\$40.00 for less than 1,000 square feet, \$70.00 for larger additions <u>\$100</u>
All Other	\$133.00 <u>\$300</u> flat fee
Exterior mechanical equipment	<u>\$50</u>
Interior Alterations:	
Single-family dwellings, town houses, duplexes, apartments	\$40.00 for less than 1,000 square feet, \$70.00 for larger alterations <u>\$100</u>
All Other	\$70.00 <u>\$150</u> per 10,000 square feet gross floor area or part thereof

c. *Other Types of Building Permits:*

- Footing and foundation, and excavation – by-right . . . ~~\$45.00~~ \$50
- Footing and foundation, and excavation single-family – site plan...\$100
- Footing and foundation, and excavation all other – site plan...\$1,000
- Retaining walls ~~25.00~~ \$50
- Decks and fences ~~15.00~~ \$50
- Detached garages and accessory buildings ~~20.00~~ \$50
- Demolition Plans:
 - By-right construction, per site ~~20.00~~ \$100
 - Site plan construction, per site ~~70.00~~ \$1,000
- Swimming pools ~~20.00~~ \$50
- Satellite dish, antennae, temporary structures (e.g. fireworks stands) ~~50.00~~ \$75
- Driveways, on-grade patios ~~No fee~~ \$50
- Revisions to approved by-right ~~and site plan~~ new construction only projects ~~30.00~~ \$50
- Revisions to approved site plan new construction only projects . . . \$200
- Uses not elsewhere specified ~~40.00~~ \$50

Requests for sink letters shall be accompanied by a fee of twenty-five dollars (\$25).

- d. The following additional fee shall apply to each permit:
1. A 10% automation enhancement surcharge.

D. Certificates of Occupancy.

Type I. Flat Fees:

1. Swimming pools: ~~One hundred ninety five dollars (\$195.00)~~ \$200.
2. Parking lots: ~~One hundred sixty dollars (\$160.00)~~ \$200.
3. Motor vehicle dealerships: New, Used- and Rentals: ~~Eight hundred fifteen dollars (\$815.00)~~ \$1,000
4. Uses not elsewhere specified: ~~One hundred sixty dollars (\$160.00)~~ \$200.
5. Re-inspection fee: \$150 for each re-inspection.

Type II. Residential, Commercial, Office, Hotel and Industrial Buildings:

1. Master Certificate of Occupancy. A master certificate of occupancy (M.C.O.) shall be required for the entire building and site work. Except for certificates for shell and core and partial occupancy, as defined in paragraphs 2. and 3. below, no other certificate of occupancy is required if the M.C.O. can be approved and issued prior to any occupancy of the building. A request for a certificate for partial occupancy of a building may be made after the filing of the applications for the M.C.O. and the certificates of occupancy described in paragraph 2. below have been issued, if applicable. The fee for the M.C.O. shall be as follows:
 - a. New multiple-family dwellings, commercial, office, industrial and hotel buildings with elevators or without elevators: Five hundred forty dollars (\$540.00) \$2,000 plus \$15 per unit.
 - b. ~~New commercial, office and industrial buildings without elevators: Three hundred ten dollars (\$310.00).~~
 - c. ~~New multiple-family dwellings without elevators: Two hundred seventy five dollars (\$275.00), plus twelve dollars (\$12.00) per unit.~~
 - d. ~~New motels, tourist homes, rooming houses and boardinghouses: Two hundred seventy five dollars (\$275.00), plus twelve dollars (\$12.00) per unit \$500 plus \$15 per unit.~~
 - e. ~~One- and two-family dwellings: Two hundred thirty five dollars (\$235.00) \$250.~~
 - f. ~~New town house projects (site work) fewer than twenty (20) units: Three hundred ten dollars (\$310.00) \$1,000.~~
 - g. ~~New town house projects (site work) more than twenty (20) units: Five hundred forty dollars (\$540.00).~~
 - h. ~~Change in ownership of commercial, office and industrial buildings: Three hundred ten dollars (\$310.00) \$1,000.~~
 - i. ~~Change in ownership of multiple-family dwellings with and without elevators and town houses (rental units): Two hundred seventy five dollars (\$275.00), plus twelve (\$12.00) dollars per unit \$1,000 plus \$20 per unit.~~

- j.g. Change in ownership of hotels, motels, tourist homes, rooming houses and boardinghouses: ~~Two hundred thirty five dollars (\$235.00), plus twelve (\$12.00) per unit~~ \$1,000 plus \$20 per unit.
 - k.h. Multiple-family dwellings with and without elevators converting to condominiums or cooperatives: ~~Five hundred forty dollars (\$540.00)~~ \$1,000 plus \$20 per unit.
 - ~~l. Multiple family dwellings without elevators converting to condominiums or cooperatives: Two hundred seventy five dollars (\$275.00), plus twelve (\$12.00) per unit.~~
 - l. Re-inspection fee: \$150 for each re-inspection.
2. Shell and Core Certificate for Elevator Buildings. Prior to any approval of a request for a certificate for partial occupancy of any new elevator building or a multiple-family dwelling with elevator(s) converting to condominiums or a cooperative, the owner shall have filed a request for a master certificate of occupancy and shall have been issued a certificate of occupancy for the shell and core of the building. No shell and core certificate of occupancy shall be issued until the building support systems such as the fire alarm system, elevators, restrooms, ventilating system and exit-ways have been inspected and approved. The fee for a shell and core certificate shall be as follows:
- a. New multiple-family dwellings, commercial, industrial, office and hotel buildings, and multiple-family dwellings converting to condominiums or cooperatives:
 - (1) Up to one hundred fifty thousand (150,000) square feet of gross floor area: ~~One thousand two hundred twenty dollars (\$1220.00)~~ \$2,000.
 - (2) Over one hundred fifty thousand (150,000) square feet of gross floor area: ~~One thousand nine hundred eighty dollars (\$1,980.00)~~ \$2,500.
 - b. ~~Reserved.~~ Re-inspection fee: \$150 for each re-inspection.
3. Certificate for Partial Occupancy. A request for a certificate for partial occupancy of a multiple-family dwelling or hotel, and tenant space for an office, commercial or industrial building may be made; however, no certificate for partial occupancy shall be issued unless the space is approved for occupancy and the master certificate of occupancy or the shell and core certificates of occupancy for the building have been issued. The fee for certificate for partial occupancy shall be as follows:
- a. Commercial, office and industrial uses:
 - (1) Up to one hundred fifty (150) square feet of gross floor area (desk space): ~~One hundred twenty one dollars (\$121.00)~~ \$200.
 - (2) Over one hundred fifty (150) square feet of gross floor area and up to two thousand (2,000) square feet of gross floor area: ~~One hundred seventy one dollars (\$171.00)~~ \$300.
 - (3) Over two thousand (2,000) square feet of gross floor area: ~~Two hundred seventy five dollars (\$275.00)~~ \$500 per ten thousand (10,000) square feet of gross floor area or fraction thereof.
 - b. Multiple-family dwellings: ~~Two hundred thirty five dollars (\$235.00),~~ \$400 plus ~~twelve dollars (\$12.00)~~ \$20 per unit.

- c. Hotels: ~~Two hundred thirty five dollars (\$235.00)~~ \$400 plus ~~twelve dollars (\$12.00)~~ \$20 per unit.
- d. Town house units: ~~Two hundred thirty five (\$235.00)~~ \$250 plus ~~twelve dollars (\$12.00)~~ \$20 per unit.
- e. Parking structures associated with office, commercial, apartment and hotel: \$500 plus \$50 per 5,000 square feet.
- f. Re-inspection fee: \$150 for each re-inspection.

Type III. Parking Structures(not associated with other uses): ~~Three hundred ten dollars (\$310.00)~~ \$100 per ~~twenty thousand (20,000)~~ 5,000 square feet of gross floor area or fraction thereof.

Type IV. County Owned, Operated and/or Sponsored Facilities and Activities and Short-term Activities of Nonprofit Organizations: No fee.

Type V. Family Day Care Homes for One (1) to Nine (9) Children: ~~Twenty four dollars (\$24.00)~~ \$25.

- 4. Requests for replacement of a lost Certificate of Occupancy shall be accompanied by a fee of twenty five dollars (\$25).
- 5. A 10% automation enhancement surcharge shall be applied to each permit above.

E. Board of Zoning Appeals; Variances and Appeals.

- 1. There shall be a Board of Zoning Appeals as provided for and having the powers, functions and responsibilities as described in the Code of the Commonwealth of Virginia.
- 2. Every appeal from a determination of the Zoning Administrator and every application for a variance shall be filed in writing with the Zoning Administrator. The time of the public hearing is determined by the Board of Zoning Appeals. The filing fee shall be as follows:
 - a. Appeals from a determination of the Zoning Administrator -- ~~Three hundred seventy dollars (\$370.00)~~ \$500.
 - b. Variances or Use Permits for existing single-family residential – Three hundred and ten dollars (\$310.00) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.
 - c. Variances or Use Permits for single-family new construction/resubdivision for new construction - Two thousand four hundred sixty dollars (\$2,460.00) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.
 - d. Variance or Use Permit applications from nonprofit organizations and for nonprofit institutional uses -- Two hundred fifty-five dollars (\$255.00).
 - e. Variances or Use Permits for a building location error, defined as a request for an "as-built" variance when a new structure is not built in accordance with the approved plans – Three thousand seven hundred dollars (\$3,700.00).

- f. Variances or Use Permits for all other uses – Three thousand sixty-five dollars (\$3,065.00) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.
- g. A 10% automation enhancement surcharge shall be applied to each application above.

F. Amendments.

- 3. Every application for such amendment shall be accompanied by a filing fee as follows:
 - a. On a request of an owner or contract owner applying for an amendment to be heard at a regular zoning hearing:

An Amendment for Rezoning To:	Site Area 25,000 Sq. Ft. or Less	Site Area More Than 25,000 Sq. Ft.
“R” Districts	\$3,830.00 plus \$3301,000.00 DES fee	\$5,085.00 plus \$6602,000.00 DES fee
“RA” Districts	\$3,830.00 plus \$3301,000.00 DES fee	\$6,340.00 plus \$6603,000.00 DES fee
“RA-H,” “R-C,” “RA-H.3.2” and “RA4.8” Districts	\$8,700.00 plus \$3303,000.00 DES fee	\$13,045.00 plus \$6605,000.00 DES fee
“S,” “C” and “M” Districts	\$6,340.00 plus \$3003,000.00 DES fee	\$8,850.00 plus \$6603,000.00 DES fee
“C-O” Districts	\$13,045.00 plus \$3305,000.00 DES fee	\$13,045.00 plus \$6605,000.00 DES fee

- b. For applicants applying to the County Board for an amendment on its own motion: Above fee schedule, plus six thousand three hundred forty dollars (\$6,340.00) plus ~~six hundred and sixty dollars (\$660.00)~~ two thousand dollars (\$6602,000) for the Department of Environmental Services.
- c. When the County Board proposes an amendment in the public interest: No fee.
- d. When an application for rezoning requires consideration of a general land use plan amendment: Above fee schedule plus ~~two thousand seven hundred eighty dollars (\$2,780.00)~~ eight thousand dollars (\$8,000) plus ~~three hundred and thirty dollars (\$330.00)~~ four thousand dollars (\$4,000) for the Department of Environmental Services review.
- e. When an application for rezoning is accompanied by an application for a site plan: Above fee schedule plus the applicable site plan fee.
- f. A 10% automation enhancement surcharge shall be applied to each application above.

G. Use Permits.

4. Written application for a use permit shall be filed with the Zoning Administrator. An application for Unified Residential Development approval shall comply with applicable portion of Administrative Regulation 4.11, Unified Residential Development Use Permit Approval Procedure, as amended. Use Permits shall be heard at the first regular meeting of each month, except the County Board may establish, on its own motion, another time for the use permit hearing, which hearing may be at any County Board meeting.
 - a. Requests for family home day care use permits shall be accompanied by a fee of one hundred ten dollars (\$110.00).
 - b. Schools, including private, elementary, or secondary schools, and kindergartens, nursery schools, child care centers, and any other programs regulated by Chapter 52 of the Arlington County Code with a total enrollment that is equal to, or less than, 100 students shall be accompanied by a fee of one hundred twenty-five dollars (\$125.00).
 - c. Schools, including private, elementary, or secondary schools, and kindergartens, nursery schools, child care centers, and other programs regulated by Chapter 52 of the Arlington County Code with a total enrollment that exceeds 100 students but is equal to, or less than, 250 students shall be accompanied by a fee of three hundred dollars (\$300.00).
 - d. Every other application for a noncommercial or commercial use, except requests that include construction of a new building for the purposes of conducting the use and requests for commercial uses that include substantial alteration of structures or sites (which shall include alterations affecting more than fifty (50) percent of the total floor area of the structure, resulting in the expansion of the first floor plan by more than twenty (20) percent or resulting in the disturbance of more than fifty (50) percent of the site), requests for restaurants with drive-through windows, requests for automobile service stations with or without vehicle repair service, or requests for live entertainment, public garages and food delivery services, shall be accompanied by a fee of one thousand six hundred thirty dollars (\$1,630.00).
 - e. Requests for commercial uses that include substantial alteration to structures and site, restaurants with drive-through windows, or automobile service stations with or without vehicle repair services shall be accompanied by a fee of seven thousand six hundred dollars (\$7,600.00), plus six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.
 - f. Requests for live entertainment, public garages and food delivery services shall be accompanied by a fee of one thousand one hundred dollars (\$1,100.00).
 - g. Requests for use permits of any type that include construction of a new building, excluding one-family dwellings under the Unified residential development, for the purposes of conducting the proposed use shall be accompanied by a fee of seven thousand six hundred dollars (\$7,600.00).

- h. Requests for use permits for Unified Residential Development shall be accompanied by a fee of two thousand two hundred dollars (\$2,200.00) per use permit, plus five dollars fifty cents (\$5.50) per dwelling unit plus one thousand three hundred twenty dollars (\$1,320.00) for the Department of Environmental Services review.
- i. Requests for use permits for Unified Commercial Development or Columbia Pike Form-based Code shall be accompanied by a fee of one dollar and ten cents (\$1.10) per one (1) square foot of the gross floor area of the entire building, not to exceed five thousand four hundred dollars (\$5,400.00) plus one thousand three hundred twenty dollars (\$1,320.00) for the Department of Environmental Services review.
- j. Requests for use permits filed by places of worship or lodges permitting secondary use of parking lots that are accessory to these uses, as specified in Section 33.A.8. of the Zoning Ordinance, shall be accompanied by a fee of two hundred seventy-five dollars (\$275.00).
- k. A 10% automation enhancement surcharge shall be applied to each application above.

H. Site Plan Approval.

12. *Application Fees:* Every application for a phased development or final site plan approval for any major project or minor site plan amendment shall be accompanied by a fee in accordance with the following schedule:

~~Phased development site plan: eighteen thousand three hundred sixty dollars (\$18,360.00) per site plan, plus one hundred ten dollars (\$110.00) per acre of site area, plus one thousand three hundred twenty dollars (\$1,320.00) for the Department of Public Works review.~~

~~Final site plan: For site plans in "R" and "RA" districts of fewer than twenty five (25) units, "C 2" districts and "VCHPDD" site plans: Two thousand seven hundred twenty dollars (\$2,720.00) per site plan, plus:~~

~~Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space; and~~

~~Twenty two dollars (\$22.00) per dwelling unit, plus~~

~~Three hundred thirty dollars (\$330.00) for the Department of Environmental Services review.~~

~~Final site plan: For all other site plans: Eight thousand seven hundred dollars (\$8,700.00) per site plan, plus:~~

~~Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space;~~

~~Twenty two dollars (\$22.00) per dwelling unit; and~~

~~Twenty two dollars (\$22.00) per hotel unit, plus~~

~~Six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.~~

~~Major site plan amendments: For site plans in "R" and "RA" districts of fewer than twenty five (25) units, "C-2" districts and "VCHPDD" site plans: Two thousand seven hundred twenty dollars (\$2,720.00) per site plan, plus:
 Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space; and
 Twenty two dollars (\$22.00) per dwelling unit, plus
 Three hundred thirty dollars (\$330.00) for the Department of Environmental Services review.~~

~~Major site plan amendment: For all other site plans: Eight thousand seven hundred dollars (\$8,700.00) per site plan, plus:
 Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space;
 Twenty two dollars (\$22.00) per dwelling unit; and
 Twenty two dollars (\$22.00) per hotel unit, plus
 Six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.~~

~~Minor site plan amendments: Two thousand one hundred eighty dollars (\$2,180.00) per amendment, plus:
 Twenty two dollars (\$22.00) per one hundred (100) square feet of additional office and commercial space;
 Twenty two dollars (\$22.00) per additional dwelling unit; and
 Twenty two dollars (\$22.00) per additional hotel unit, plus
 Six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.~~

~~Administrative changes: Five hundred forty five dollars (\$545.00) per request per subsection.~~

~~Final 4.1 Plan review: One thousand one hundred dollars (\$1,100.00) plus
 Twenty two dollars (\$22.00) per dwelling unit; and
 Twenty two dollars (\$22.00) per hotel unit, and
 Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space, plus
 Six hundred five dollars (\$605.00) for the Department of Environmental Services review.~~

~~Landscape plan reviews: Each landscape plan that is required by a site plan shall be accompanied by two hundred seventy five dollars (\$275.00) plus two hundred seventy five dollars (\$275.00) for the Department of Environmental Services review.~~

<u>Phased Development Site Plan</u>	<u>\$18,360 plus \$110 per acre of site area, plus \$1,320 Department of Environmental Services review fee of \$18,360 plus \$110 per acre of site area</u>
<u>Final Site Plan (R, RA less than 25 units and C-2)</u>	<u>\$2,720 plus \$22 per 100 square feet of commercial and office space and \$22100 per unit, plus</u>

	<u>\$330 Department of Environmental Services review fee of \$1,000 plus \$10 per 100 square feet of commercial and office space plus \$50 per unit</u>
<u>Final Site Plan (All other)</u>	<u>\$8,700 plus \$22 per 100 square feet commercial and office space and \$22100 per dwelling unit and \$22-100 per hotel unit plus \$660-Department of Environmental Services review fee of \$4,000 plus \$10 per 100 square feet of office and commercial space plus \$50 per unit</u>
<u>Major Site Plan Amendments (R, RA of les than 25 units and C-2</u>	<u>\$2,720 plus \$22 per 100 square feet of commercial and office space and \$22-100 per dwelling unit and \$22-100 per hotel unit, plus \$330-Department of Environmental Services review fee of \$1,000 plus \$10 per 100 square feet of commercial and office space and \$50 per hotel unit and dwelling unit</u>
<u>Major Site Plan Amendments (all other)</u>	<u>\$8,700 plus 22 per 100 square feet of commercial and office space and \$22 100 per dwelling unit and \$22 100 per hotel unit, plus \$660 Department of Environmental Services review fee of \$4,000 plus \$10 per 100 square feet of commercial and office space and \$50 per hotel unit and dwelling unit</u>
<u>Minor Site Plan Amendment</u>	<u>\$2,180 plus 22 per 100 square feet of commercial and office space and \$22 100 per dwelling unit and \$22 100 per hotel unit, plus \$660 Department of Environmental Services review fee of \$1,000 plus \$10 per 100 square feet of commercial and office space and \$50 per hotel unit and dwelling unit</u>
<u>Final 4.1 Plan Review</u>	<u>\$1,100 plus \$22 per 100 square feet of commercial and office space, and</u>

	<u>\$22 100 per dwelling unit and \$22-100 per hotel unit, plus \$605 Department of Environmental Services review fee of \$605 plus \$10 per 100 square feet of commercial and office space plus \$50 per hotel unit and dwelling unit</u>
<u>Additional Review Fee</u>	<u>\$500 per resubmittal after the first resubmittal plus \$10 per unit residential and \$10 per 1,000 square feet of nonresidential space plus Department of Environmental Services review fee of \$250 plus \$5 per unit residential plus \$5 per 1,000 square feet of nonresidential space</u>
<u>Administrative changes</u>	<u>Five hundred forty-five dollars (\$545.00) per request per subsection.</u>
<u>Administrative Changes to landscape plans (TH and cluster)</u>	<u>\$50</u>
<u>Administrative Changes to landscape plan (all other)</u>	<u>\$600</u>
<u>Administrative Changes to comprehensive sign plans</u>	<u>\$100</u>
<u>Administrative Changes to parking</u>	<u>\$600</u>
<u>Administrative Changes to allow dishes and antennas</u>	<u>\$250</u>
<u>Administrative Changes for temporary uses</u>	<u>\$600</u>
<u>Administrative Changes for outdoor seating</u>	<u>\$250</u>
<u>Administrative Changes for tenant changes</u>	<u>\$100</u>
<u>Administrative Changes for façade changes</u>	<u>\$600</u>
<u>Administrative Changes for all other and requests with multiple items</u>	<u>\$1,000</u>
<u>Landscape Plan Reviews (TH, Cluster and URDs)</u>	<u>\$275 plus \$275 Department of Environmental Services review fee</u>
<u>Landscape Plan Reviews (All other)</u>	<u>\$500 plus \$275 Department of Environmental Services review fee</u>

<u>Final Façade Review</u>	<u>\$500</u>
<u>Automation Enhancement</u>	<u>A 10% automation enhancement surcharge shall be applied to each application above.</u>
