

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

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MEMORANDUM

TO: Public Works Committee
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Temporary Certificates of Occupancy Fee
DATE: June 5, 2017

The City Council approved an ordinance in 2010 that allowed for temporary certificates of occupancy (CO) to be issued whenever all life safety issues have been resolved but there are other inspection items that have not been satisfactorily addressed. A refundable fee of \$1,000 is required prior to the issuance of a temporary CO. The ordinance requires that the additional correction list items be approved within 30 days of the issuance of the temporary CO or else the fee would not be reimbursed. The builder and homeowner are required to grant access to our building inspector in order to complete the inspection(s).

Staff has issued seven temporary CO's since 2010 with two of those forfeiting the reimbursable fee because all of the correction list items were not addressed in a timely manner. While there have not been many requests for temporary CO's, staff has questioned whether the \$1,000 fee is sufficient to ensure that the remaining items are completed. One approach may be to set the fee at the estimated amount of work remaining after mutual agreement by the builder and City building inspector, which the City of Peoria uses for its temporary CO's. Another approach would be a straight fee increase to provide a financial incentive for the builder to complete the work.

Staff seeks direction on how or if to make any changes to the temporary CO fee structure. If there is a desire to make a change, a future meeting with the Building Board of Review would be needed to get a recommendation prior to scheduling this for City Council approval. This is scheduled as an agenda item at the June 12 Public Works Committee meeting.