

Chautauqua County Code Administration and Enforcement

SURVEY SUMMARY

May 24, 2021

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OVERVIEW

BACKGROUND

The Chautauqua County government along with the Chautauqua County Partnership for Economic Growth (CCPEG) is currently exploring the practicality of, and specific action steps necessary to, ensure a more effective means of code enforcement and compliance. As accomplished in other counties in New York State, this could result in efficiencies and sharing of services (economies of scale), as well as the effectiveness of a single approach. Additionally, an analysis of a consolidated housing court will be explored, dependent on available resources and municipal interest. Based on the expense and complexity of this project, CCPEG and Chautauqua County government have conducted a preliminary survey of county and municipal officials, as well as code enforcement officers (CEOs) to gauge the current state of service delivery, costs, and interest in development of a menu of potential shared service options among individual municipalities and potentially the County itself.

KEY FINDINGS

Key takeaways from the results of the survey include:

- **This survey received 44 responses. 39 out of the 42 Chautauqua County municipalities were represented by mayors, supervisors, CEOs, and clerks.** Among respondents to Question 1, 23 (52.27%) of the responses were from code enforcement officers and 14 (31.82%) of the responses were municipal supervisors or mayors. Additional results came from 4 (9.09%) municipal clerks and 3 (6.82%) others.
- **Among those who provided a response on the question of County Code Enforcement, 55.81% would support some form of a County Code Enforcement Program.** Responses to Question 32 received a total of 43 answers. Of the 43 respondents, 55.81% (24 respondents) of the respondents indicated that they would likely to very likely support some form of County Code Enforcement Program. The highest response was “Likely” at 41.86%. 30.23% of respondents were neither likely, nor unlikely to support such a program. The remaining 13.95% indicated that they were either unlikely or very unlikely to support the program.
- **43.59% of respondents indicated that they felt their municipalities would support Option 2: County Coordination/Support, if the County were to implement a County-wide Code Enforcement Program.** This option included items such as; assisting with common documents or forms, assisting with shared technology, and other coordination roles. A unified housing court system was also a common written response to this question.
- **These top activities were identified by respondents on the question of further exploring County-wide Code Enforcement;** Assistance with Common Documents and Forms, Assistance with Shared Software Technology, Access to Strategic Code Enforcement Information, Automated Code Letters, Notifications, and Permits, Fire and/or Commercial Inspections, Consolidated Housing Court, County Enforcement of Fire Prevention, Building, and Energy Codes, County Enforcement of Uniform Code in its Entirety, On-call Uniform Code Expertise or Consultation, and Other Coordination Roles.

- **Never ending property maintenance issues, dated zoning, housing court issues, shortage of staff, and outdated, inadequate, lack of technology were key challenges identified by respondents.** 42 respondents selected their top four challenges that code enforcement departments face within their municipalities.
- **40.91% of municipal CEOs are nearing retirement and 80.95% of municipalities do not have turnover/succession plans.**
- **Among those who provided a response on the question of zoning code updates, 63.41% indicated that their municipality's zoning code has not been updated in 5 to 20+ years.** Question 25 did show that 36.59% of respondent's municipalities have updated their code between 0 to 5 years. This shows a need to update municipal zoning codes.
- **Question 28 indicated that respondents felt that code enforcement issues handled in housing court were fair, on the average of good/fair/poor.** Although this question expressed that the service was average, many respondents made comments through the survey that they felt a consolidation of housing court should be further explored.

ABOUT THE SURVEY

The online survey was hosted on SurveyMonkey.¹ It was launched on Thursday, March 18, 2021 and was open until the close of business on Friday, April 23, 2021. In total, there were 44 survey responses that were received. Three email blasts with the survey link were sent to one hundred eleven (111) Mayors and Supervisors, municipal code enforcement officers, and municipal clerks. Out of the 42 municipalities, all but 3 municipalities had some form of a response to the survey. A copy of the survey can be found in APPENDIX A: SURVEY QUESTIONS.

SURVEY RESULTS

RESPONDANT INFORMATION

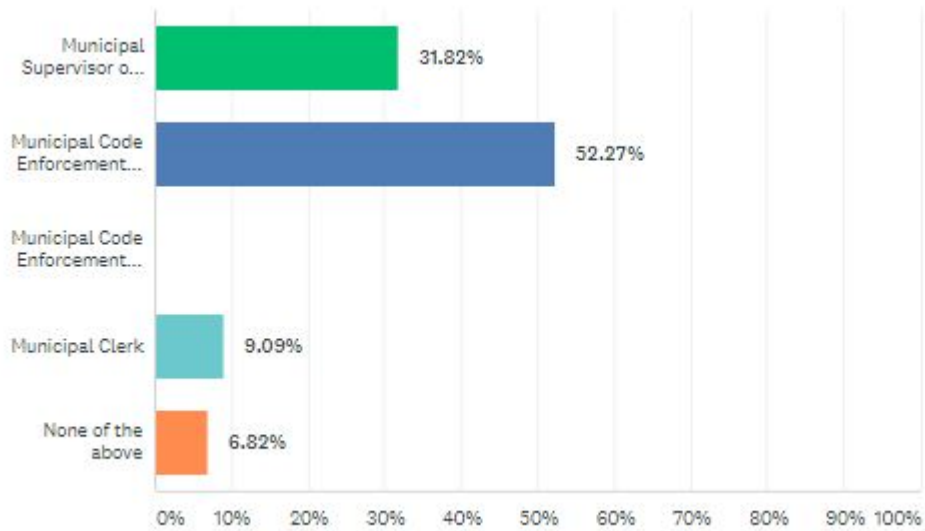
Questions 1 and 2 established the position of each respondent and the municipality they represented.

Question 1: Please select all that apply to you.

Question 1 received 44 responses. Among respondents to Question 1, 23 (52.27%) of the responses were from code enforcement officers and 14 (31.82%) of the responses were municipal supervisors or mayors, as shown in [Figure 1](#). Additional results came from 4 (9.09%) municipal clerks and 3 (6.82%) others.

¹This survey was designed to be qualitative and exploratory. It employed an opt-in methodology (i.e., non-probability), meaning some members of the population had zero chance of responding. The results cannot be used to infer from the sample to the general population in statistical terms. The survey is one of multiple engagement activities to be undertaken for the purpose of gathering feedback from Chautauqua County's municipalities.

Figure 1 - Question 1 Responses – Please select all that apply to you



Source: SurveyMonkey, PED, 2021

Question 2: Please select all of the municipality(ies) you serve or work for.

Question 2 asked respondents to select which municipality the respondent either worked for or served. Out of 42 municipalities, at least one representative from 39 municipalities responded. The Town of Busti, Town of French Creek, and Village of Celeron did not have anyone that responded. The number of responses from each municipality can be seen below.

- City of Dunkirk - 4 responses (9.3%)
- City of Jamestown, Town of Charlotte, Town of Kiantone, Village of Silver Creek – 3 responses each (6.98%)
- Town of Carroll, Town of Chautauqua, Town of Harmony, Town of Pomfret, Town of Sheridan, Town of Stockton, Village of Brocton, Village of Cassadaga – 2 responses each (4.65%)
- Town of Arkwright, Town of Cherry Creek, Town of Clymer, Town of Dunkirk, Town of Ellery, Town of Ellicott, Town of Ellington, Town of Gerry, Town of Hanover, Town of Mina, Town of North Harmony, Town of Poland, Town of Portland, Town of Ripley, Town of Sherman, Town of Villanova, Town of Westfield, Village of Bemus Point, Village of Falconer, Village of Fredonia, Village of Lakewood, Village of Mayville, Village of Panama, Village of Sherman, Village of Sinclairville, Village of Westfield – 1 response each (2.33%)
- Town of Busti, Town of French Creek, Village of Celeron – 0 responses each (0%)

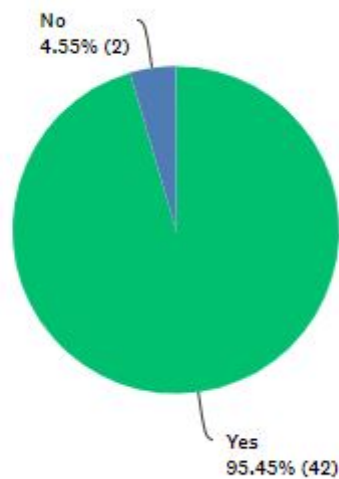
CURRENT CONDITIONS

The next portion of the survey (questions 3-29) focuses on current conditions, services, and capabilities code enforcement departments in Chautauqua County's 42 municipalities provide.

Question 3: Does the municipality that you serve have a designated code enforcement department?

Question 3 received 44 responses. Among respondents to Question 3, the activities most frequently selected for a designated code enforcement department were 42 yes responses (95.45%), as shown in [Figure 2](#).

Figure 2 - Question 3 Responses - Does the municipality that you serve have a designated code enforcement department?

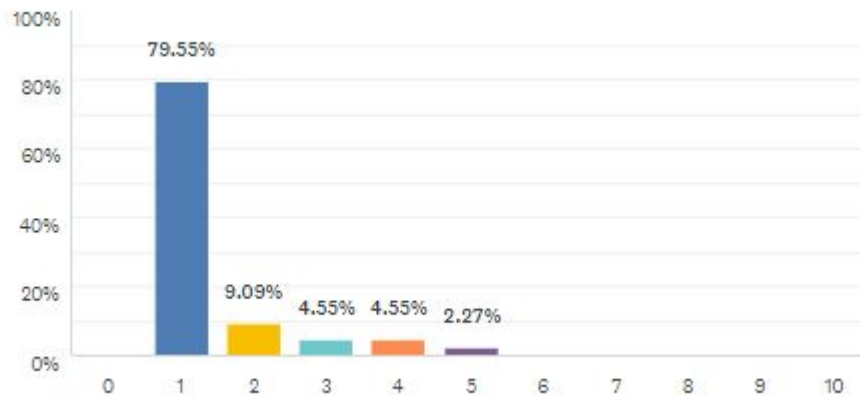


Source: SurveyMonkey, PED, 2021

Question 4: How many code enforcement officers (CEOs) work for your municipality?

Question 4 received 44 responses. Among respondents to Question 4, 35 municipalities indicated that they had 1 (79.55%) CEO working for them. 4 municipalities indicated that they had 2 (9.09%) CEOs working for their municipality. 2 municipalities indicated that they had 3 (4.55%) CEOs working for their municipalities. 2 municipalities indicated that they had 4 (4.55%) CEOs working for their municipalities. Lastly, 1 municipality indicated that they had 5 CEOs working for their municipality.

Figure 3 - Question 4 Responses - How many code enforcement officers (CEO) work for your municipality?



Source: SurveyMonkey, PED, 2021

Question 5: Does the municipality that you serve have a building or zoning clerk?

Question 5 received 43 responses. Respondents were able to select yes or no options. Among respondents to Question 5, the most frequently selected option for if the municipality had a building or zoning clerk was 25 responses with *No* (58.14%) responses. The remaining 18 responses indicated that *Yes* (41.86%), they did have a building and zoning clerk.

Question 6: What types of training requirements, qualifications, or past experience do you or your current code enforcement officers have?

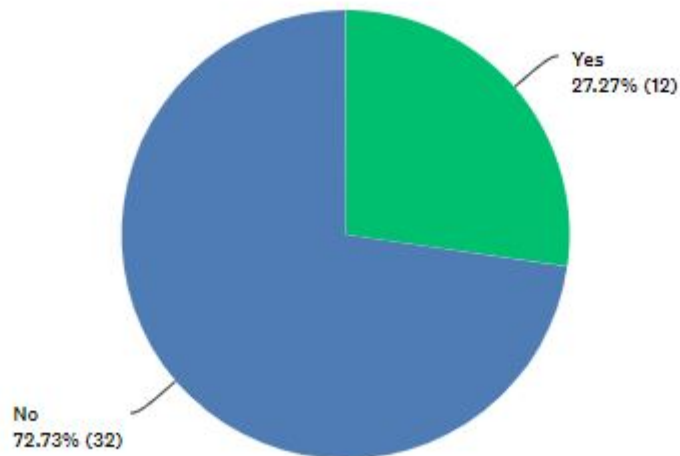
Question 6 received 37 responses. Responses to Question 6, were required to be written out. Below is a summary of the common responses:

- Associates Degree – 3 responses
- NYS Code Enforcement Training Certification – 25 responses
- 24 Hours/Year of Required Training – 8 responses
- County Guidelines – 1 response
- Building and Trades Professional – 2 responses
- Civil Service Exam – 1 response
- Architecture Experience – 1 response
- Construction field – 2 responses
- 20+ years as CEO – 4 responses
- Southern Tier West Training – 1 response
- College – 1 response
- Housing Background – 2 responses

Question 7: Are you or your municipality's code enforcement officers full time?
Question 8: Are you or your municipality's code enforcement officers part time?

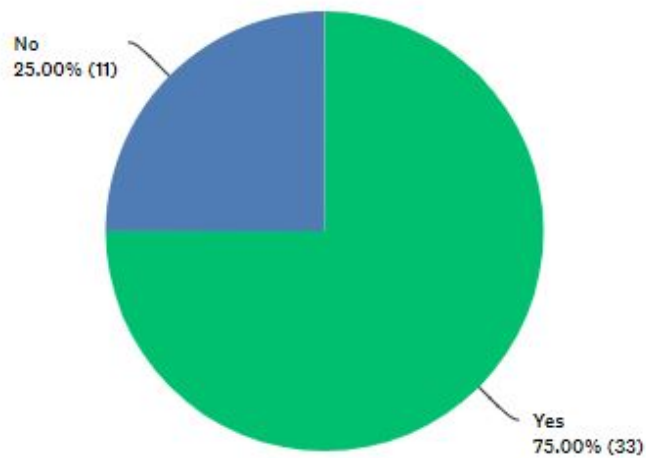
Question 7 and question 8 received 44 responses. These questions went hand in hand. Among respondents to Question 7, the most frequently selected answer was *No* (72.73%) the municipalities did not have full time CEOs, with 32 responses. 12 respondents said *Yes* (27.27%), they do have full time CEOs, as shown in [Figure 4](#). In [Figure 5](#), the opposite response can be seen with questioning if the municipalities have part time CEOs.

Figure 4 - Question 7 Responses - Are you or your municipality's code enforcement officers full time?



Source: SurveyMonkey, PED, 2021

Figure 5 - Question 8 Responses from Mayors, Supervisors, CEOs, and Clerks - Are you or your municipality's code enforcement officers part time?

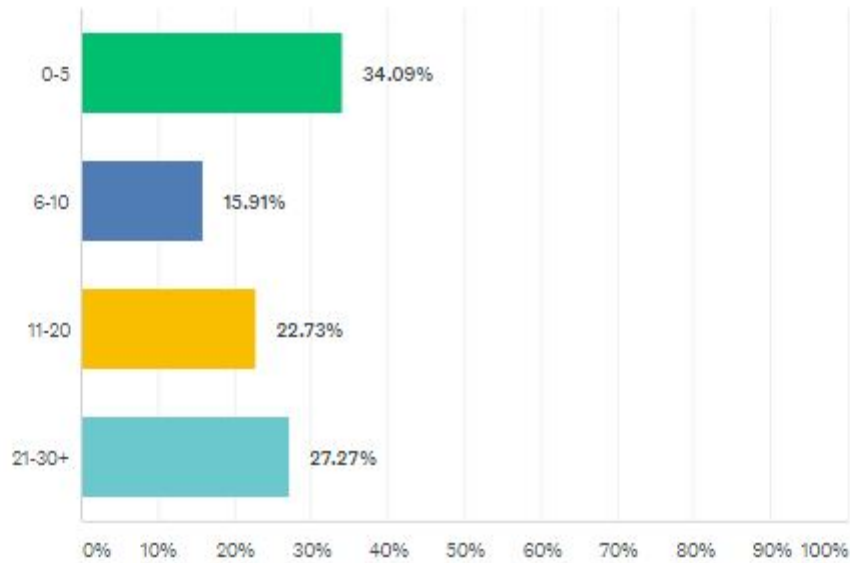


Source: SurveyMonkey, PED, 2021

Question 9: How many years of experience do you or your code enforcement officers have?

Question 9 received 44 responses. Respondents were able to select more than one option. Among respondents to Question 9, the most frequently selected was 0-5 years (34.09%) of experience. Yet, 27% of the responses (12) indicated that they have 21-30+ years of experience, as shown in [Figure 6](#).

Figure 6 - Question 9 Responses - How many years of experience do you or your code enforcement officers have?

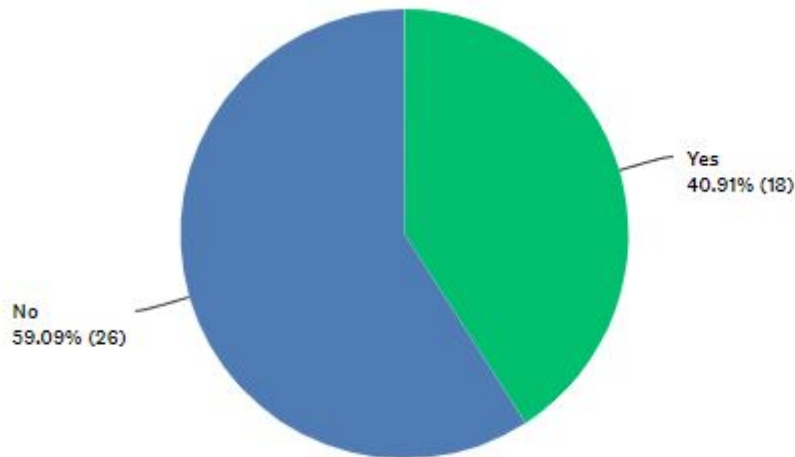


Source: SurveyMonkey, PED, 2021

Question 10: Are you or your code enforcement officers nearing retirement?

Question 10 received 44 responses. Among respondents to Question 10, “yes, I am nearing retirement” was selected by 41% of respondents (18) to the question, as shown in [Figure 7](#).

Figure 7 - Question 10 Responses - Are you or your code enforcement officers nearing retirement?

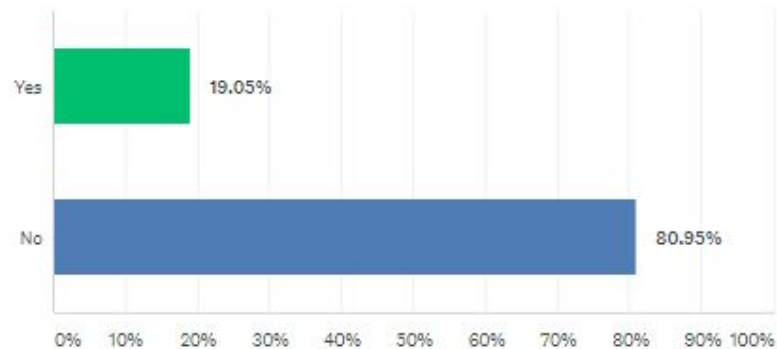


Source: SurveyMonkey, PED, 2021

Question 11: Does your municipality have a turnover/succession plan?

Question 11 received 42 total responses. Among respondents to Question 11, 34 (81%) of the responses recognized that they did not have a turnover or succession plan for their retiring CEOs, as shown in [Figure 8](#).

Figure 8 - Question 11 Responses - Does your municipality have a turnover/succession plan?



Source: SurveyMonkey, PED, 2021

Question 12: What is the annual salary of you or your code enforcement officers?

Question 12 received a total of 41 responses. Among respondents to Question 12, the most frequently selected options were \$5,000 - \$10,000 (29.27%) and \$10,000 - \$20,000 (29.27%) for a total of 58.54% of the most common annual salaries. Annual salaries of \$50,000-\$60,000 were the second most frequent response with 14.63% (6 responses) indicated. The remaining responses had response rates of 7.32% and below, as shown in [Figure 9](#).

Figure 9 - Question 12 Responses - What is the annual salary of you or your code enforcement officers?

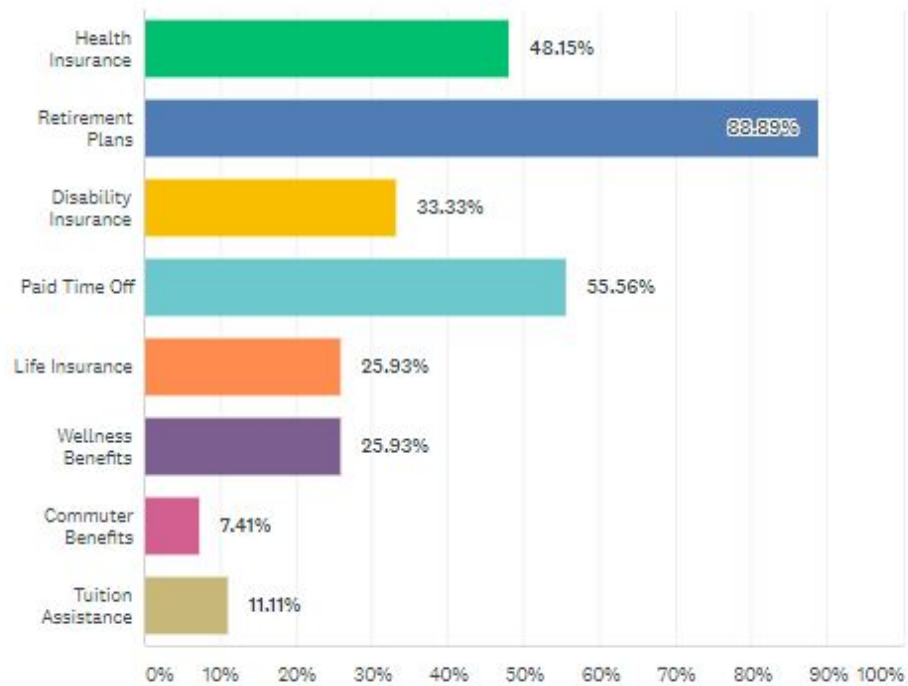


Source: SurveyMonkey, PED, 2021

Question 13: What type of benefits are you or your code enforcement officers receiving? Check all that apply.

Question 13 received a total of 27 responses. Among respondents to Question 13, the most frequently selected options were retirement plans at 88.89%. Followed in second and third most frequent responses were paid time off (55.56%) and health insurance (48.15%), as shown in [Figure 10](#).

Figure 10 - Question 13 Responses - What type of benefits are you or your code enforcement officers receiving? Check all that apply.



Source: SurveyMonkey, PED, 2021

Question 14: What are some key challenges that you or your code enforcement officers encounter? Please select your top four issues with 1 being your most common issue.

Question 14 received a total of 42 responses. Among respondents to Question 14, the most common issues selected were never ending property maintenance issues and dated zoning codes. The second most frequent issues included shortage of staff, housing court issues, and outdated, inadequate, or lack of technology, as shown in [Table 1](#).

Table 1 - Question 14 Responses - What are some key challenges that you or your code enforcement officers encounter? Please select your top four issues with 1 being your most common issue.

Answer Choices	Responses	
Shortage of Staff	61.9%	26
Lack of Funding	54.8%	23
Outdated, Inadequate, or Lack of Technology	45.2%	19
Dated Zoning	59.5%	25
Unclear Forms	33.3%	14
Never Ending Property Maintenance Issues	83.3%	35
Rental Registration Program Lacking	33.3%	14
Community Education Lacking	52.4%	22
Behind on Inspections	52.4%	22
Outdated Permits and Fees	38.1%	16
Housing Court Issues	59.5%	25
Other	35.7%	15

Source: SurveyMonkey, PED, 2021

Question 15: On a scale of good/fair/poor, how would you rate the job your municipality is doing with code enforcement?

Question 15 received a total of 41 responses. Among respondents to Question 15, on a scale of good/fair/poor (0 to 60), the average response was at 21. This leans the closest towards the fair response at 30 on the scale of 0 to 60.

Question 16: Does your code enforcement department utilize a code software system?

Question 16 received a total of 43 responses. Among respondents to Question 16, 55.8% (24 responses) indicated that their code enforcement departments did use some form of code software technology. Respondents that did have software, were asked to provide the type of technology and costs associated with the software. 19 comments were collected and have been summarized in [Table 2](#) below:

Table 2 - Question 16 Responses - Does your code enforcement department utilize a code software system?

Comments	Responses
Williamson Law Book - \$1,500/year and \$800/year	5
\$1,600/year	1
My Gov. - \$40,000+	3
\$1,400	2
Westlaw - \$20,000	1
Edmunds - \$900/year and \$16,000 initial \$3,600/year	2
IPS - \$1,200/year	1
Not Sure	3
Too Costly	1

Source: SurveyMonkey, PED, 2021

Question 17: Approximately how many permits do you receive in a year?

Question 17 received a total of 32 responses for residential permits, 25 responses for non-residential, and 25 responses for additions/alterations. These responses varied greatly from 1 to 450 for residential permits. Non-residential permits received responses that ranged from 1 to 50 permits per year. Lastly, permits that required additions, alterations, and repairs ranged from 1 to 340. The large range reflects the differing sizes of each community throughout the County's 42 municipalities.

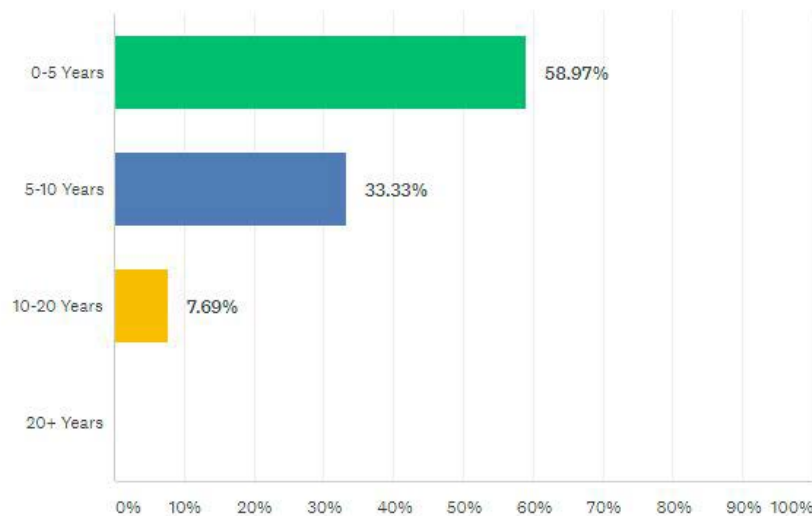
Question 18: What are your current permit fees?

Question 18 received a total of 11 responses. This question requested that municipalities upload their current fee schedules. The 11 fee schedules can be found in [Appendix B](#) at the end of this survey. To better understand and compare fee structures, additional municipal fee schedules will need to be collected.

Question 19: When was the last time your municipality updated its permit fees?

Question 19 received a total of 39 responses. Among respondents to Question 19, almost 59% of the respondents indicated that they had updated their permit fees within the last 5 years, as shown in [Figure 11](#).

Figure 11 - Question 19 Responses - When was the last time your municipality updated its permit fees?



Source: SurveyMonkey, PED, 2021

Question 20: Approximately how many inspections does your municipality conduct each year, for each of the following:

Question 20 received a total of 27 responses. The respondents were asked to provide a written estimate of how many residential and non-residential inspections were conducted each year. These responses varied greatly for both residential and non-residential inspections. Residential inspections fell within the range of 1 to 2,000 inspections per year. Non-residential inspections fell within the range of 1 to 330 inspections per year. The large range reflects the differing sizes of each community throughout the County's 42 municipalities.

Figure 11.

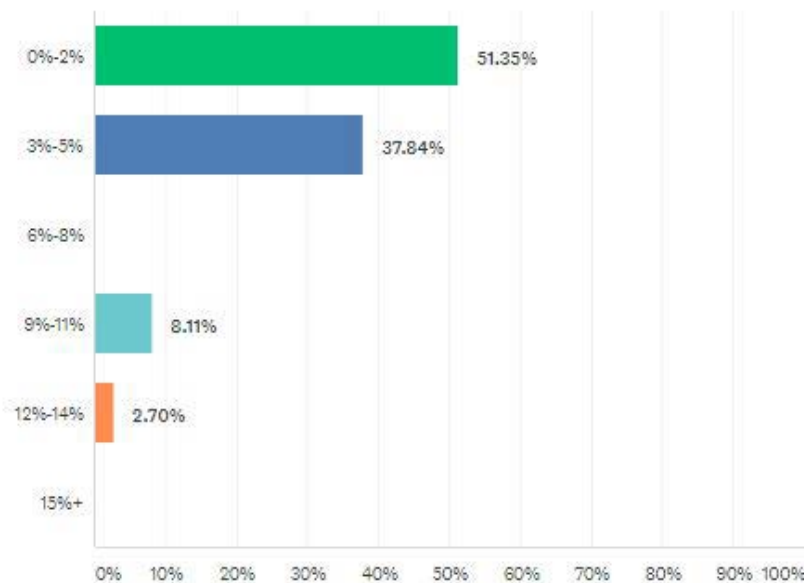
Question 21: What is the average number of complaints received per year?

Question 21 received a total of 32 responses. Respondents provided a wide range of answers. Results indicated that CEOs receive 0 to 1,000 complaints per year. The large range reflects the differing sizes of each community throughout the County's 42 municipalities.

Question 22: What percentage of your municipal budget is code enforcement?

Question 22 received a total of 37 responses. Among respondents to Question 22, 51.35% of the respondents indicated that their municipal budget for code enforcement was between 0%-2%. 3%-5% was the next highest response at 37.84%. Only 10.81% of the respondents had code enforcement budgets that made up 9%-14% of their municipality's budgets, as shown in Figure 12.

Figure 12 - Question 22 Responses - What percentage of your municipal budget is code enforcement?

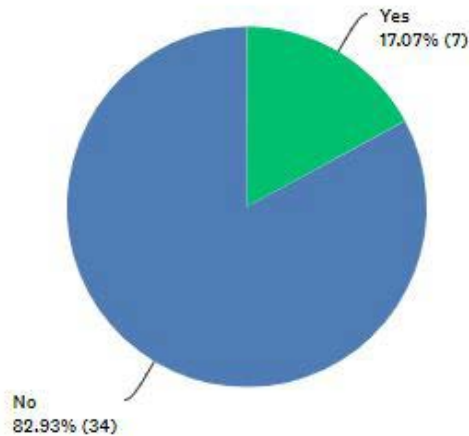


Source: SurveyMonkey, PED, 2021

Question 23: Does your municipality have an active rental registration program?

Responses to Question 23 included a high response of *No*, at 83%. Of the 41 respondents to Question 23, in the category, “yes, my municipality has an active rental registration program” only 17% selected this response (7 respondents), as shown in [Figure 13](#).

Figure 13 - Question 23 Responses - Does your municipality have an active rental registration program?

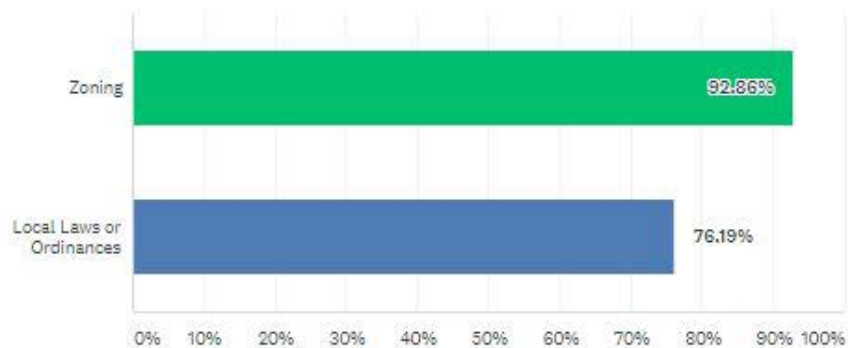


Source: SurveyMonkey, PED, 2021

Question 24: Does your municipality have adopted zoning or local laws and ordinances?

Question 24 received a total of 42 responses. Among respondents to Question 24, 92.86% of the respondents indicated that their municipality has an adopted zoning code. 76.19% of the respondents indicated that their municipality has local laws or ordinances, as shown in [Figure 14](#).

Figure 14 - Question 24 Responses - Does your municipality have adopted zoning or local laws and ordinances?

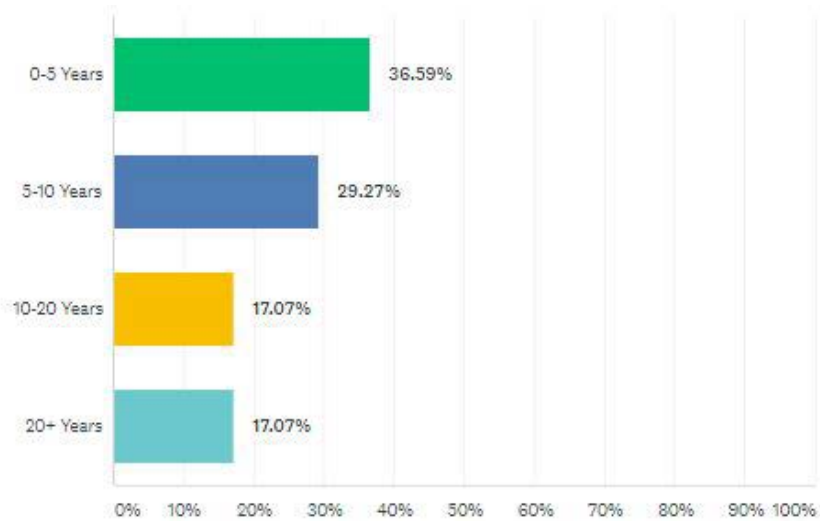


Source: SurveyMonkey, PED, 2021

Question 25: When was your zoning code last updated?

Question 25 received a total of 41 responses. Of the 41 respondents, 34.14% of the respondents indicated that their zoning codes had not been updated in the range of 10 – 20+ years. 29.27% selected the 5-10 year range, and 36.59% selected the 0-5 year range, as shown in [Figure 15](#).

Figure 15 - Question 25 Responses - When was your zoning code last updated?

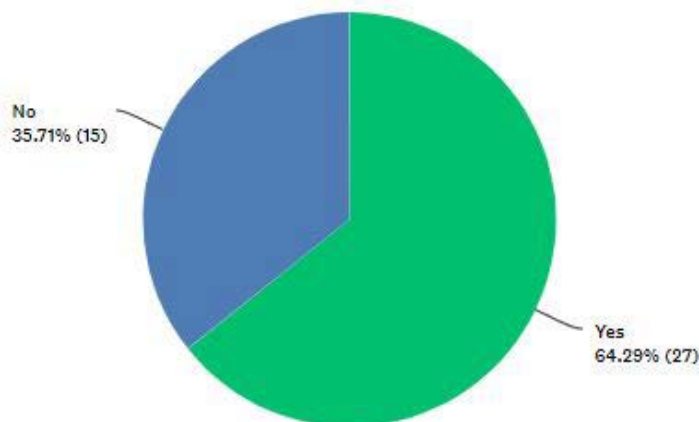


Source: SurveyMonkey, PED, 2021

Question 26: Does your municipality conduct regular property maintenance inspections?

Responses to Question 26 received a total of 42 answers. Of the 42 respondents, 64.29% of the respondents indicated that their zoning departments do conduct regular property maintenance inspections. 35.71% of the respondents do not have regular property maintenance inspections, which can be seen on [Figure 16](#).

Figure 16 - Question 26 Responses - Does your municipality conduct regular property maintenance inspections?



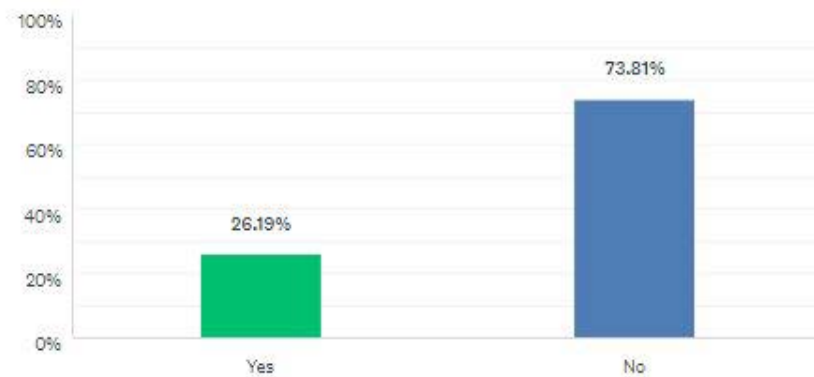
Source: SurveyMonkey, PED, 2021

Question 27: Does your municipality have a designated housing court?

Question 27 received a total of 42 responses. Of the 42 respondents, 73.81% of the respondents indicated that their municipality does not have a designated housing court, as shown in [Figure 17](#). The question also requested that the respondent indicate which housing court their CEO utilizes. 17 answers were given and following list reflects a summary of those responses:

- Town Justice Court – 7 responses
- Municipal Court – 2 responses
- Town Court with Justice of Peace – 1 response
- Town of Hanover – 2 responses
- Town of Sheridan – 1 response
- Chautauqua County Supreme Court – 2 responses
- Town of Stockton Court – 1 response
- Dunkirk City Court – 1 response

Figure 17 - Question 27 Responses - Does your municipality have a designated housing court?

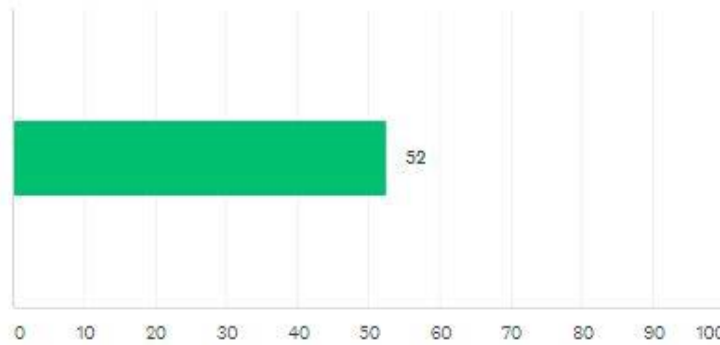


Source: SurveyMonkey, PED, 2021

Question 28: Based on a scale of good/fair/poor, how well do you think your code enforcement issues are handled by local courts?

Responses to Question 28 received a total of 39 answers. This question is based on a scale of 0 to 100. 0 indicating a good job, 50 indicating a fair job, and 100 indicating a poor job. The average answer choice was a 52. This indicates that the respondents felt that the local courts are handling code enforcement issues at a fair scale, as shown in [Figure 18](#) below.

Figure 18 - Question 28 Responses - Based on a scale of good/fair/poor, how well do you think your code enforcement issues are handled by local courts?

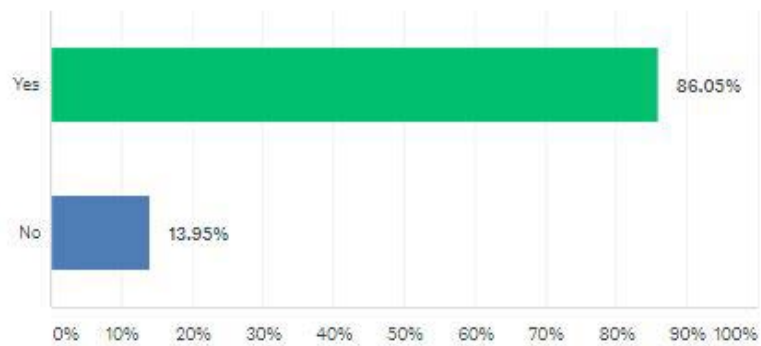


Source: SurveyMonkey, PED, 2021

Question 29: Do you or your code enforcement officers hold regular public office hours?

Responses to Question 29 received a total of 43 answers. Of the 43 respondents, 86.05% of the respondents indicated that their municipality does hold regular public office hours, as shown in [Figure 19](#).

Figure 19 - Question 29 Responses - Do you or your code enforcement officers hold regular public office hours?



Source: SurveyMonkey, PED, 2021

INTEREST IN COUNTY CODE ENFORCEMENT

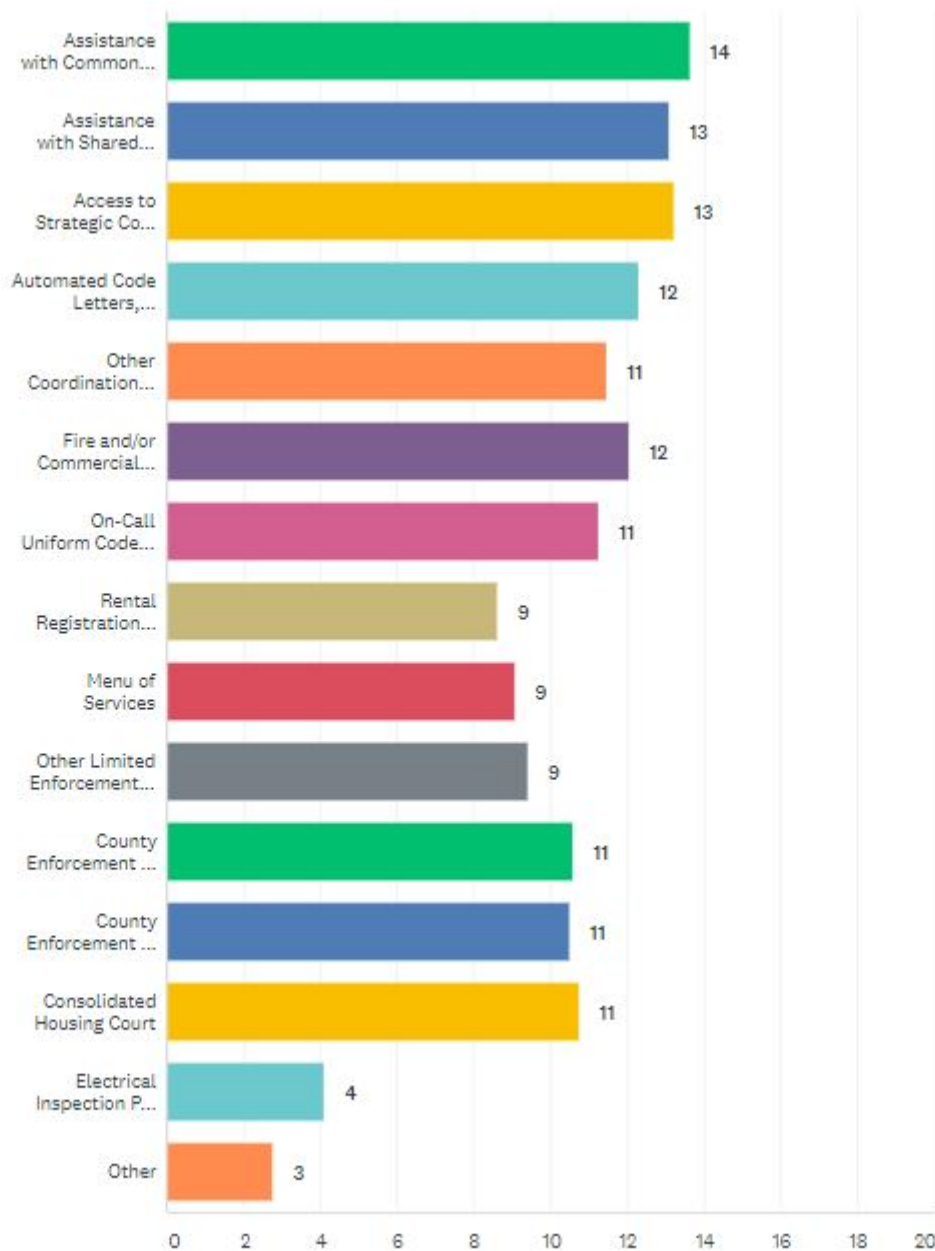
Question 30: If County-wide Code Enforcement was developed, which activities should be included to be further evaluated in the Report? Please rank order your top four (4), with 1 being the most important.

Question 30 received a total of 37 responses. The highest response rates are as follows:

1. Consolidated Housing Court – 27 responses
2. County Enforcement of Uniform Code in its Entirety – 21 responses
3. County Enforcement of Fire Prevention, Building, and Energy Codes – 20 responses
4. Fire and/or Commercial Inspections – 20 responses
5. Assistance with Shared Software Technology – 19 responses
6. On-call Uniform Code Expertise or Consultation – 15 responses
7. Assistance with Common Documents and Forms – 14 responses
8. Other Limited Enforcement Roles – 14 responses
9. Access to Strategic Code Enforcement Information – 13 responses
10. Automated Code Letters, Notifications, and Permits – 13 responses
11. Other Coordination Roles – 13 responses
12. Menu of Services – 13 responses
13. Rental Registration Program – 10 responses
14. Electrical Inspection Pool of Candidates – 9 responses
15. Other – 8 responses

Figure 20, shows the top scored activities based on those responses receiving 1 as the most important rank. Respondents were asked to rank their top four choices, with one being the most important. These scores align closely to the number of responses that are listed above.

Figure 20 - Question 30 Responses - If County-wide Code Enforcement was developed, which activities should be included to be further evaluated in the Report? Please rank order your top four (4), with 1 being the most important.



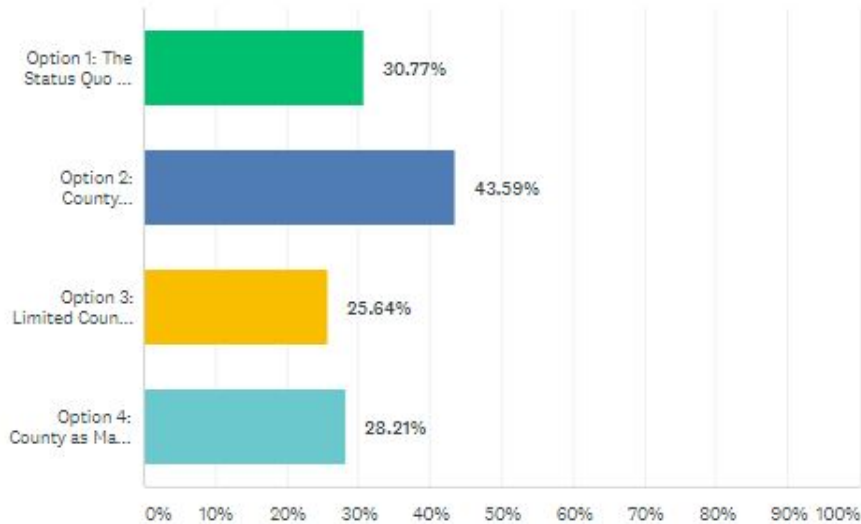
Source: SurveyMonkey, PED, 2021

Question 31: What option do you think your municipality would be willing to participate in if the County were to implement a County Code Enforcement Program? Check all that apply.

Question 31 received a total of 39 responses. Of the 39 respondents, 43.59% (17 respondents) of the respondents indicated that their municipalities would support Option 2: County Coordination/Support. The second highest response was Option 1: The Status Quo, with 30.77% (12 respondents), as shown in [Figure 21](#). Additionally, four comments were received and all comments indicated that they would

support a common court for all housing issues.

Figure 21 - Question 31 Responses - What option do you think your municipality would be willing to participate in if the County were to implement a County Code Enforcement Program? Check all that apply.



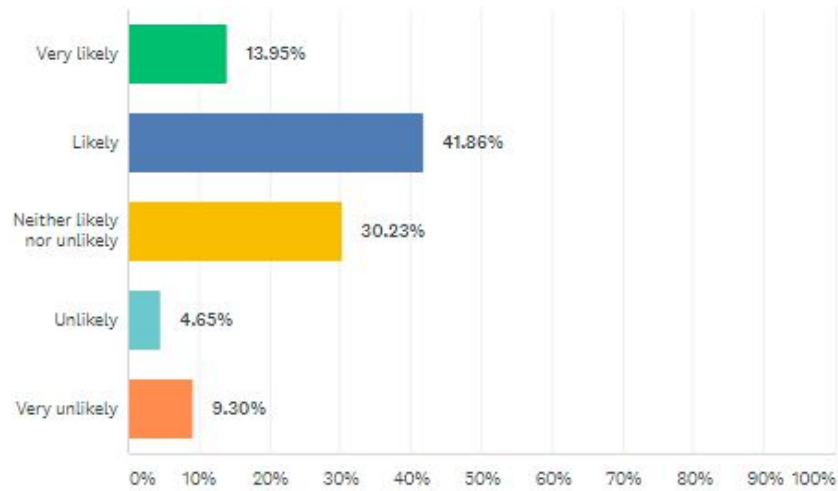
ANSWER CHOICES	RESPONSES
Option 1: The Status Quo i. Continue with municipalities providing all services	30.77% 12
Option 2: County Coordination/Support i. Assist with common documents or forms ii. Assist with shared technology iii. Other coordination roles	43.59% 17
Option 3: Limited County Code Enforcement i. Fire and/or commercial inspections ii. On-call uniform code expertise or consultation iii. Menu of services iv. Other limited enforcement roles	25.64% 10
Option 4: County as Main Provider of Local Code Enforcement i. County enforcement of fire prevention, building, and energy codes ii. County enforcement of uniform code in its entirety	28.21% 11
Total Respondents: 39	

Source: SurveyMonkey, PED, 2021

Question 32: How likely is it that you would support some form of County Code Enforcement Program?

Responses to Question 32 received a total of 43 answers. Of the 43 respondents, 55.81% (24 respondents) of the respondents indicated that they would very likely to likely support some form of County Code Enforcement Program. The highest response was “Likely” at 41.86%. 30.23% of respondents were neither likely, nor unlikely to support such a program. The remaining 13.95% indicated that they were either unlikely or very unlikely to support the program, as shown in [Figure 22](#).

Figure 22 - Question 32 Responses - How likely is it that you would support some form of County Code Enforcement Program?



ANSWER CHOICES	RESPONSES
Very Likely	13.95%
Likely	41.86%
Neither likely nor unlikely	30.23%
Unlikely	4.65%
Very unlikely	9.30%
TOTAL	43

Source: SurveyMonkey, PED, 2021

Question 33: What specific elements of a County Code Enforcement Program are you MOST likely to support?

Question 33 received a total of 35 responses. The word cloud below describes some of the common responses that were provided. Key themes that respondents indicated that they would support included; housing court consolidation, help with fire inspections, technology improvements and education, and respecting local municipal home rule.



Source: SurveyMonkey, PED, 2021

Question 34: What specific elements of a County Code Enforcement Program are you LEAST likely to support?

Responses to Question 34 received a total of 36 answers. Key themes that respondents indicated that they would least likely support included; county wide code enforcement, a uniform county code, and overriding local code enforcement. The word cloud below describes some of the common responses that were provided.



uniform code local code County wide enforcement NY
New York County

Source: SurveyMonkey, PED, 2021

Question 35: Please leave any other general comments/issues/concerns in the space below.

Question 35 included a total of 13 responses. These Responses are summarized below:

1. The Village of Fredonia works well and does not need help from the County.
2. None
3. The county should not take over code enforcement for the municipalities. There should never be a county wide code and zoning. Each town is unique in its own zoning and codes.
4. The survey took longer than one hour due to information I needed to research.
5. It's difficult to keep up on minor issues let alone addressing the major issues. If instituted, maybe have different departments focused on minor and major issues.
6. Chautauqua County doesn't properly fund or staff the Chautauqua County Environmental Health Dept. so I doubt a County Wide Code Enforcement Office would be wise. Spend the time and the money to fix environment health first!
7. I believe the correct direction for improvement and efficiency is to allow the private sector to provide inspection services and relieve the municipalities of the financial and liability responsibilities
8. How would the Zoning Code Enforcement happen with every Town, Village, & Municipality having a different Code requirements? How would the same level of enforcement be handled with a savings to our Town tax payers?
9. The Town of Chautauqua would be interested in this program if it could supply the Town with our current level of enforcement at a savings to our tax payers.
10. As a part time Code official I find it almost impossible to keep up with all code related issues. I think County wide enforcement with officials working on specific problems delegated by leadership.
11. Answers to question #30 were based on "IF" county wide code enforcement was developed. Question #32 is difficult to answer without knowing the proposal. Question #34 - Element of self-preservation, no sarcasm intended.
12. If you need any help in developing this program, I would be glad to assist.
13. Someone is needed in house to deal with local daily issues. Working out of the county would be foolish in that it would become a free for all. We work as a team with county health etc. There has to be a relationship with the community members to effectively get the job done. Very bad idea.

ABOUT RESPONDENTS

Question 36: If you would like to be kept informed about the status of the Chautauqua County Code Enforcement Report, please provide your contact information below.

Respondents were asked to provide information about their contact information. 36 respondents submitted their contact information. These contacts were from the following locations throughout the County:

- Sinclairville
- Frewsburg
- Bemus Point
- Mayville
- Lakewood
- Sherman
- Fredonia
- Westfield
- Kennedy
- Silver Creek
- Brocton
- Panama
- Sheridan
- Jamestown
- Stow
- Westfield
- Falconer
- Cassadaga
- Dunkirk

APPENDIX A: BLANK SURVEY

A copy of the survey is provided below.



CHAUTAUQUA COUNTY
PARTNERSHIP
for Economic Growth

Consolidated Code Administration and Enforcement Vision Survey

Overview

The Chautauqua County government along with the Chautauqua County Partnership for Economic Growth (CCPEG) is currently exploring the practicality of, and specific action steps necessary to, ensure a more effective means of code enforcement and compliance. As accomplished in other counties in New York State, this could result in efficiencies and sharing of services (economies of scale), as well as the effectiveness of a single approach. Additionally, an analysis of a consolidated housing court will be explored, dependent on available resources and municipal interest. Based on the expense and complexity of this project, CCPEG and Chautauqua County government will first conduct a preliminary survey of county and municipal officials, as well as code enforcement officers to gauge the current state of service delivery, costs, and interest in development of a menu of potential shared service options among individual municipalities and potentially the County itself.

The intent of this survey is to gain your input on the potential of developing a county-wide code enforcement strategy and ensure a more effective zoning and building code administration and enforcement for some or all municipalities throughout the county. Your feedback will be used to help the Chautauqua County Department of Planning & Development and CCPEG determine if there is interest in developing a Work Plan and moving forward with a Report that would further explore county-wide code enforcement. All responses will be confidential, while aggregated results will help inform the Consolidated Code Enforcement process. Completing this survey should take less than 15 minutes.

* 1. Please select all that apply to you:

- Municipal Supervisor or Mayor
- Municipal Code Enforcement Officer (CEO)
- Municipal Code Enforcement Clerk
- Municipal Clerk
- None of the above

Other (please specify)

2. Please select **all** of the municipality(ies) you serve or work for:

- City of Dunkirk
- City of Jamestown
- Town of Arkwright
- Town of Busti
- Town of Carroll
- Town of Charlotte
- Town of Chautauqua
- Town of Cherry Creek
- Town of Clymer
- Town of Dunkirk
- Town of Ellery
- Town of Ellicott
- Town of Ellington
- Town of French Creek
- Town of Gerry
- Town of Hanover
- Town of Harmony
- Town of Kiantone
- Town of Mina
- Town of North Harmony
- Town of Poland
- Town of Pomfret
- Town of Portland
- Town of Ripley
- Town of Sheridan
- Town of Sherman
- Town of Stockton

- Town of Villenova
- Town of Westfield
- Village of Bemus Point
- Village of Brocton
- Village of Cassadaga
- Village of Celeron
- Village of Falconer
- Village of Fredonia
- Village of Lakewood
- Village of Mayville
- Village of Panama
- Village of Sherman
- Village of Silver Creek
- Village of Sinclairville
- Village of Westfield

Other (please specify)

3. Does the municipality that you serve have a designated code enforcement department?

- Yes
- No

4. How many code enforcement officers (CEO) work for your municipality?

- | | |
|-------------------------|--------------------------|
| <input type="radio"/> 0 | <input type="radio"/> 6 |
| <input type="radio"/> 1 | <input type="radio"/> 7 |
| <input type="radio"/> 2 | <input type="radio"/> 8 |
| <input type="radio"/> 3 | <input type="radio"/> 9 |
| <input type="radio"/> 4 | <input type="radio"/> 10 |
| <input type="radio"/> 5 | |

5. Does the municipality that you serve have a building or zoning clerk?

- Yes
- No

6. What types of training requirements, qualifications, or past experience do you or your current code enforcement officers have?

7. Are you or your municipality's code enforcement officers full time?

- Yes
 No

If yes, please indicate the number of hours you or your CEO(s) work per week. If you work for multiple municipalities, please indicate the municipality and hours worked below.

8. Are you or your municipality's code enforcement officers part time?

- Yes
 No

If yes, please indicate the number of hours you or your CEO(s) work per week. If you work for multiple municipalities please indicate the municipality and hours worked below.

9. How many years of experience do you or your code enforcement officers have?

- 0-5
 6-10
 11-20
 21-30+

For more than one Code Enforcement Officer, please indicate each year of experience below.

10. Are you or your code enforcement officers nearing retirement?

- Yes
 No

If so, how many CEOs and how soon?

11. Does your municipality have a turnover/succession plan?

- Yes
 No

12. What is the annual salary of you or your code enforcement officers?

- | | |
|--|---|
| <input type="checkbox"/> \$0.00 - \$5,000 | <input type="checkbox"/> \$50,000 - \$60,000 |
| <input type="checkbox"/> \$5,000 - \$10,000 | <input type="checkbox"/> \$60,000 - \$70,000 |
| <input type="checkbox"/> \$10,000 - \$20,000 | <input type="checkbox"/> \$70,000 - \$80,000 |
| <input type="checkbox"/> \$20,000 - \$30,000 | <input type="checkbox"/> \$80,000 - \$90,000 |
| <input type="checkbox"/> \$30,000 - \$40,000 | <input type="checkbox"/> \$90,000 - \$100,000 |
| <input type="checkbox"/> \$40,000 - \$50,000 | |

For more than one Code Enforcement Officer, please indicate each salary below.

13. What type of benefits are you or your code enforcement officers receiving? Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Life Insurance |
| <input type="checkbox"/> Retirement Plans | <input type="checkbox"/> Wellness Benefits |
| <input type="checkbox"/> Disability Insurance | <input type="checkbox"/> Commuter Benefits |
| <input type="checkbox"/> Paid Time Off | <input type="checkbox"/> Tuition Assistance |

14. What are some key challenges that you or your code enforcement officers encounter? Please select your **top four issues** with **1 being your most common issue**.



Shortage of Staff



Lack of Funding



Outdated, Inadequate, or Lack of Technology



Dated Zoning



Unclear Forms



Never Ending Property Maintenance Issues



Rental Registration Program Lacking



Community Education Lacking



Behind on Inspections



Outdated Permits and Fees



Housing Court Issues



Other

15. On a scale of good/fair/poor, how would you rate the job your municipality is doing with code enforcement?

Good Fair Poor

16. Does your code enforcement department utilize a code software system?

Yes

No

If yes, which one and what is the annual cost?

17. Approximately how many permits do you receive in a year?

Residential

Non-residential

Additions, Alterations, and Repairs

18. What are your current permit fees?

Please upload your current fee schedule.

Choose File

Choose File

No file chosen

19. When was the last time your municipality updated its permit fees?

- 0-5 Years
- 5-10 Years
- 10-20 Years
- 20+ Years

If CEO works for more than one municipality, indicate each municipality and years below.

20. Approximately how many inspections does your municipality conduct each year, for each of the following:

Residential

Non-residential

21. What is the average number of complaints received per year?

22. What percentage of your municipal budget is code enforcement?

- 0%-2%
- 3%-5%
- 6%-8%
- 9%-11%
- 12%-14%
- 15%+

If CEO works for more than one municipality, indicate each municipality and the percentage below.

23. Does your municipality have an active rental registration program?

- Yes
- No

If CEO works for more than one municipality, indicate each municipality and answer below.

24. Does your municipality have adopted zoning or local laws and ordinances?

- Zoning
- Local Laws or Ordinances

If CEO works for more than one municipality, indicate each municipality and answer below.

25. When was your zoning code last updated?

- 0-5 Years
- 5-10 Years
- 10-20 Years
- 20+ Years

For more than one municipality, indicate each municipality and answer below.

26. Does your municipality conduct regular property maintenance inspections?

- Yes
- No

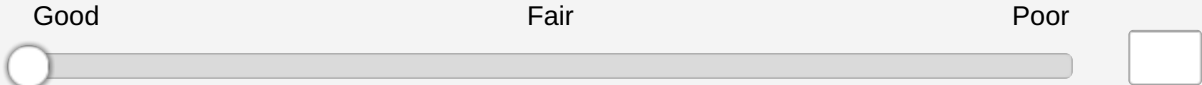
27. Does your municipality have a designated housing court?

- Yes
- No

If not, where do you go for housing court?

28. Based on a scale of good/fair/poor, how well do you think your code enforcement issues are handled by local courts?

Good Fair Poor



29. Do you or your code enforcement officers hold regular public office hours?

- Yes
- No

30. If County-wide Code Enforcement was developed, which activities should be included to be further evaluated in the Report? Please rank order your **top four (4), with 1 being the most important.**



Assistance with Common Documents and Forms



Assistance with Shared Software Technology



Access to Strategic Code Enforcement Information



Automated Code Letters, Notifications, and Permits



Other Coordination Roles (Contractor Database, Pooled Benefits Plan, Assistance in Fees and Landuse Regulations, Manage a Pool of Qualified Candidates)



Fire and/or Commercial Inspections



On-Call Uniform Code Expertise or Consultation



Rental Registration Program



Menu of Services



Other Limited Enforcement Roles (Property Maintenance/Quality of Life Complaints)



County Enforcement of Fire Prevention, Building, and Energy Codes



County Enforcement of Uniform Code in its Entirety



Consolidated Housing Court



Electrical Inspection Pool of Candidates



Other

31. What option do you think your municipality would be willing to participate in if the County were to implement a County Code Enforcement Program? Check all that apply.

Option 1: The Status Quo

- i. Continue with municipalities providing all services

Option 2: County Coordination/Support

- i. Assist with common documents or forms
- ii. Assist with shared technology
- iii. Other coordination roles

Option 3: Limited County Code Enforcement

- i. Fire and/or commercial inspections
- ii. On-call uniform code expertise or consultation
- iii. Menu of services
- iv. Other limited enforcement roles

Option 4: County as Main Provider of Local Code Enforcement

- i. County enforcement of fire prevention, building, and energy codes
- ii. County enforcement of uniform code in its entirety

Other (please specify)

32. How likely is it that you would support some form of County Code Enforcement Program?

- Very likely
- Unlikely
- Likely
- Very unlikely
- Neither likely nor unlikely

33. What specific elements of a County Code Enforcement Program are you **MOST** likely to support?

34. What specific elements of a County Code Enforcement Program are you **LEAST** likely to support?

35. Please leave any other general comments/issues/concerns in the space below.

36. If you would like to be kept informed about the status of the Chautauqua County Code Enforcement Report, please provide your contact information below.

Name

Address

City/Town

State/Province

ZIP/Postal Code

Country

Email Address

Phone Number

APPENDIX B: MUNICIPAL FEE SCHEDULES

As indicated in *Question 18*, a copy of the 11 fee schedules can be found below.

Town Of Pomfret New Permit Fees		Charge
New Single Family Dwelling		\$0.10 per SF
Manufactured Home (HUD)		\$0.10 per SF
Modular Home (DOS)		\$0.10 per SF
Additions & Alterations		Min. \$30.00 \$0.10 per SF
Decks & Porches	Open	\$35.00
Garages, Pole Barns Accessory Buildings		\$50.00
Fences & Walls		\$25.00
Roofs		\$40.00
Signs up to 32 SF		\$75.00
Signs Larger than 32 SF		\$125.00
Tennis Courts		\$50.00
Swimming Pools	Above Ground	\$50.00
	Inground	\$100.00
	Inflateable	\$50.00
Multiple Dwelling		\$.15 per SF
Commercial Buildings	New	\$.20 per SF
	Additions	\$.20 per SF
Solid Fuel Burning Appliance		\$50.00
Demolition Permit	SFD	\$100.00
	Accessory Bldg.	\$50.00
	Commercial	\$250.00
Miscellaneous Permit		\$50.00
ZBA/Planning Public Hearings		\$150.00
Sub Divisions	Minor	\$150.00
	Major	\$300 per Lot
SEQR	Short Form	\$150.00
	Long Form	\$200.00
Cell Tower Facility-New		\$4,000.00
Cell Tower Modifications		\$2,000.00
Wind Turbine	Residential	\$200.00
	Commercial	\$2,000.00
	Over 1 Unit	\$4,000.00
Solar Panels	Residential	\$200.00
	Commercial	\$2,000.00
	Shared	\$1,000.00
Meteorological Tower		\$200.00
Mobile Home Parks Permits		\$100.00
Temp. Certificate of Occupancy		\$50.00
Temp. Certificate of Compliance		\$50.00
Annual Fire Inspection		\$50.00
Seasonal RV Campers		\$50.00

SECTION 704 SCHEDULE OF FEES

As Amended October 9, 2002

Building Permits Required for the erection, construction, enlargement, alteration, improvement, conversion, or change in the nature of occupancy of any building or structure.

Schedule of Fees

Residential

New Construction

Up To 1250 sq. ft.	\$100
Over 1250 sq. ft.	Basic + .06/sq. ft.

Alteration & Additions

Up to 1250 sq. ft.	\$50
Over 1250 sq. ft.	Basic + .06/sq.ft.

Minor Alterations \$20

Commercial/Industrial

New Construction/Additions

Up to 2500 sq. ft.	\$200
Over 2500 sq. ft.	Basic + .08/sq. ft.

Fences \$20

Decks & Porches

Up to 200 sq. ft.	\$20
Over 200 sq. ft.	Basic + .06/sq. ft.

Swimming Pools

In Ground	\$50
Above Ground	\$20

Residential Handicapped Accessibility \$0

Commercial Handicapped Accessibility \$0

Barns & Garages

Up to 425 sq. ft.	\$25
Over 425 sq. ft.	Basic + .06/sq. ft.

Sheds & Storage Bldg. & Accessory Structures

Under 120 sq. ft.	\$0
120 to 400 sq. ft.	\$20
Over 400 sq. ft.	Basic + .06/sq. ft.

Renewals 50% of Original Cost

Residential Demolition \$10

Commercial Demolition

Under \$2000 Project Cost	\$20
Over \$2000 Project Cost	\$50

Solid Fuel (Wood) Stoves & Chimneys \$20

Agricultural Buildings (Exempt from Bldg. Code)

Building Permit Required \$25

The following schedule of fees shall be charged for administering this zoning law.

A. Planning Board Functions	
Preliminary Review Requested by Applicant	\$125
Site Plan Review	\$500
B. Zoning Board of Appeals Function	
Special Use Permits	
Fences, Signs & Accessory Structures	\$30
Limited Use	\$40
All Others	\$40
Use Variance (Hardship)	\$75
Area Variance (Practical Difficulties)	\$75
C. Fire Inspections	
Residential	
3 to 10 Units	\$25
11 to 25 Units	\$50
25 +	\$100
Commercial	
0 to 10,000 sq. ft.	\$50
10,000 to 50,000 sq. ft.	\$100
50,000 + sq. ft.	\$250
D. Flood Permits	

VILLAGE OF CASSADAGA
INSPECTION/BUILDING CODE FEES
EFFECTIVE AUGUST 26, 2020

Additions	\$ 35.00 + .08 Sq. ft
Alterations	\$ 35.00
Certificate of Occupancy-Residential	\$ 25.00
Certificate of Occupancy-Commercial	\$ 30.00
Commercial Building	\$.15 Sq. Ft.
Demolition	\$ 25.00 + Asbestos
Deck	\$ 35.00 + .08 Sq. Ft
Fences-Non Agriculture (above 6'4")	\$ 35.00
Fire Inspections - Commercial	\$ 40.00
Fire Inspections- 3 or more Apartments	\$ 20.00 per Apt.
Garage/Pole Barn/Accessory Bldg.	\$ 50.00
New Home	\$100.00 + .08 Sq. Ft
Operating Permit	\$ 25.00
Miscellaneous	\$ 25.00
Public Hearing for Permit	\$ 75.00
Roof-once over/ tear off resheet	\$ 35.00
Signs-up to and including 4'X6'	\$ 25.00
Signs-larger than 4'X6'	\$ 40.00
Solid Fuel Burning Appliances	\$ 25.00
Swimming Pool-Above	\$ 25.00
Swimming Pool-in ground	\$ 50.00
Work Without a Permit	\$ Double Fee

Notwithstanding any other provisions of this law, fees for all matters covered by this Zoning Law, as amended from time to time shall be fixed by resolution of Village Board of the Village of Cassadaga.

Schedule of Fees RES:2019-05-01.15

Recodification Local Law Sec 402 Authorized

	Residential	Agricultural	Commercial
	1 & 2 Family	Agricultural	& Multi-Dwellings
A Any work for which a permit is required but has not been issued (surcharge for prematurely commencing work) (or \$75/week, whichever amount is greater)	150.00	150.00	200.00
Any public assembly buildings including but not limited to School, Fire Hall, Yorker Museum, Churches, Library and Masonic Hall shall be deemed residential structures for purposes of this schedule:			
B New construction Minimum + \$.10 /sq ft	30.00	30.00	Not applicable
New construction Minimum + \$.15 /sq ft	Not applicable	Not applicable	40.00
Remodel + \$.10 /sq ft	30.00	30.00	Not applicable
Remodel + \$.15 /sq ft	Not applicable	Not applicable	40.00
Foundation Repair (when applicable)	25.00	25.00	30.00
Roof no alteration	20.00	20.00	25.00
Roof with alteration	30.00	30.00	40.00
Universal Solar Permit	30.00	30.00	40.00
Universal Solar Permit requiring variance request	150.00	100.00	200.00
Porches & Decks	30.00	30.00	40.00
Porches & Decks requiring variance request	60.00	60.00	75.00
Garage or shed	30.00	30.00	40.00
Garage or shed with stormwater drain	45.00	45.00	60.00
Garage or shed requiring variance request	60.00	60.00	75.00
Swimming Pool	20.00	20.00	20.00
Fence	25.00	25.00	30.00
Fence requiring variance request	45.00	45.00	50.00
Demolition (all inclusive utility inspection, etc.)	100.00	50.00	250.00
Demolition (structural accessory, and other)	50.00	30.00	100.00
Solid Fuel Burning Appliance Inspection	30.00	30.00	30.00
C Final Inspection and Issuance of Occupancy (& temporary)	25.00	25.00	30.00
Certificates of Compliance (& temporary)	20.00	20.00	20.00
Renewal Extension of Permit (Half of Orginal Total)	***	***	***
D Sign Permit	15.00	15.00	15.00
Sign installation prior to permit issuance	30.00	30.00	40.00
E Dumpster for Temporary Construction (1st 60 days is included with building permit)	-	-	-
Dumpster Commercial Use Annual Renewal	Not applicable	25.00	25.00
Dumpster Residential Use 30 day permit	15.00	15.00	Not applicable
Dumpster Residential Annual Special Use Permit	20.00		
Dumpster discovered without permit issued	60.00	60.00	75.00
F Fire Prevention Inspection		30.00	40.00
Safety Inspection		30.00	40.00
Combined Fire & Safety		50.00	60.00
Water or Sewer Inspection	20.00	20.00	25.00
Public Assembly Buildings inspections are charged in accordance with commercial in this part F.			
G Initial Special Use Request	50.00	40.00	50.00
Special Use Requiring Annual Renewal	30.00	30.00	30.00
H Variance Request	150.00	100.00	200.00

FEE

COMMERCIAL / INDUSTRIAL

New Construction / Additions	.05/sq. ft. - \$125 Min.
Alterations	.03/sq. ft. - \$75 Min.
Fences & Walls	\$30
Handicapped Accessibilty (Ramps)	\$50
Demolition	\$50
Certificate of Occupancy	\$50
Starting Work Without Permit	Double Fee

GENERAL

Permit Renewal	50% of Original Fee
Miscellaneous Inspection (Per)	\$25
Signs	
0-31 sq. ft.	\$20
32 sq. ft. and over	\$50

FIRE INSPECTIONS AND OPERATING PERMITS

Multi-Family Residential

3-5 Units	\$50
6 and Over	\$10 per unit - \$50 Min.

Commercial / Industrial

0-5,999 sq. ft.	\$50
6,000 – 14,999 sq. ft.	\$100
15,000 – 24,999 sq. ft.	\$150
25,000 sq. ft. & Over	\$200

PLANNING BOARD FUNCTION

Site Plan Review

0-5,999 sq. ft.	Actual Cost \$100 Min.
Over 6,000 sq. ft.	Actual Cost \$125 Min.

ZONING BOARD OF APPEALS FUNCTION

Special Use Permit

Residential	\$50
Commercial	\$75
Renewal (6 Months)	50% of original permit

Use and Area Variance

Residential	\$50
Commercial	\$75

TOWN OF POLAND FEE SCHEDULE
Revised 12/10/2013

FEE

RESIDENTIAL / AGRICULTURAL

New Construction – Conventional Framing

0-1,499 sq. ft.	\$100
1,500-2,999 sq. ft.	\$150
3,000 sq. ft. & over	.05/sq. ft. - \$150 Min.

Manufactured Housing

Single Wide	\$50
Modular & Double Wide	\$75
Basement (Add)	\$25

Additions / Alterations

0-199 sq. ft.	\$50
200-899 sq. ft.	\$60
900 sq. ft. & over	.05/sq. ft. - \$60 Min

Fences & Walls

\$20

Decks

0-99 sq. ft.	\$25
100 sq. ft. & over	.05/sq. ft. - \$25 Min.

Covered / Enclosed Porch

0-99 sq. ft.	\$30
100 sq. ft. & over	.05/sq. ft. - \$30 Min.

Handicapped Accessibility (Ramps)

\$15

Swimming Pools

Temporary / Storable	\$25
Above Ground	\$30
In-Ground (Includes Fence)	\$60
Fence (Add)	\$10
Hot Tub / Spa	\$25

Sheds / Barns & Garages

0-144 sq. ft.	\$20
145 sq. ft. & over	.05/sq. ft. - \$30 Min.

Carpports

.05/sq. ft. - \$30 Min.

Temporary Membrane Structures (Tents)

Under 6 Months	\$ 0
6 Months and Over	Same as Carports

Agricultural Structure

\$25

Solid Fuel, Liquid Fuel or Gas Burning Appliance

\$25

Chimney

\$25

Masonry Fireplace

\$30

HVAC

\$25

Plumbing

\$25

Generator

\$25

Solar Installation

\$25

Re-roofing

\$10

Demolition

\$10

Certificate of Occupancy

\$40

Starting Work Without Permit

\$10 or 50% of permit, whichever is greater

up to 600 sq ft

Town Of Pomfret New Permit Fees		Charge
New Single Family Dwelling		\$0.10 per SF
Manufactured Home (HUD)		\$0.10 per SF
Modular Home (DOS)		\$0.10 per SF
Additions & Alterations		Min. \$30.00 \$0.10 per SF
Decks & Porches	Open	\$35.00
Garages, Pole Barns Accessory Buildings		\$50.00
Fences & Walls		\$25.00
Roofs		\$40.00
Signs up to 32 SF		\$75.00
Signs Larger than 32 SF		\$125.00
Tennis Courts		\$50.00
Swimming Pools	Above Ground	\$50.00
	Inground	\$100.00
	Inflateable	\$50.00
Multiple Dwelling		\$.15 per SF
Commercial Buildings	New	\$.20 per SF
	Additions	\$.20 per SF
Solid Fuel Burning Appliance		\$50.00
Demolition Permit	SFD	\$100.00
	Accessory Bldg.	\$50.00
	Commercial	\$250.00
Miscellaneous Permit		\$50.00
ZBA/Planning Public Hearings		\$150.00
Sub Divisions	Minor	\$150.00
	Major	\$300 per Lot
SEQR	Short Form	\$150.00
	Long Form	\$200.00
Cell Tower Facility-New		\$4,000.00
Cell Tower Modifications		\$2,000.00
Wind Turbine	Residential	\$200.00
	Commercial	\$2,000.00
	Over 1 Unit	\$4,000.00
Solar Panels	Residential	\$200.00
	Commercial	\$2,000.00
	Shared	\$1,000.00
Meteorological Tower		\$200.00
Mobile Home Parks Permits		\$100.00
Temp. Certificate of Occupancy		\$50.00
Temp. Certificate of Compliance		\$50.00
Annual Fire Inspection		\$50.00
Seasonal RV Campers		\$50.00

**VILLAGE OF MAYVILLE
FEE SCHEDULE**

**FOR LOCAL LAW 3 -3006
ADMINISTRATION AND ENFORCEMENT OF THE NYS
UNIFORM FIRE PREVENTION AND BUILDING CODE**

Effective March 13, 2007 amended 10/11/11, 12/11/18

Building Permits

One & two family, new construction and remodel:

0 to 1,000 sq. ft.	\$ 35.00
1,001 to 2,000 sq. ft.	\$ 50.00
2,001 sq. ft. and up	\$ 90.00
non-habitable space in home or garage not included	
Final Inspection and Certificate of Occupancy	\$ 20.00

Minor Additions:

Porch, patio, etc.	\$ 20.00
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Multiple Dwellings:

\$0 to \$25,000	\$ 35.00
plus for each \$1,000 or fraction thereof of value over \$2,000	\$ 5.00
\$25,001 to \$50,000	\$155.00
plus for each \$1,000 or fraction thereof of value over \$25,000	\$ 5.00
\$50,001 and up	\$245.00
plus for each \$1,000 or fraction thereof of value over \$50,000	\$ 1.00
Final Inspection and Certificate of Occupancy	\$ 35.00

Commercial Buildings:

\$0 to \$25,000	\$ 35.00
plus for each \$1,000 or fraction thereof of value over \$2,000	\$ 5.00
\$25,001 to \$50,000	\$155.00
plus for each \$1,000 or fraction thereof of value over \$25,000	\$ 5.00
\$50,001 and up	\$245.00
plus for each \$1,000 or fraction thereof of value over \$50,000	\$ 1.00
Final Inspection and Certificate of Occupancy	\$ 50.00

Final Inspection and Certificate of Occupancy for Hotels & Motels	
per room	\$ 10.00
for each common area	\$ 20.00

Solid Fuel Burning Installation:

Inspection and Certificate of Compliance	\$ 25.00
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Requested Inspection:

Per hour charge, minimum 2 hours, in addition to permit fee	\$ 35.00
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Plan Review:

Where no permit is requested, percentage of permit cost	50%
Additional plans, per hour charge	\$ 20.00

Refund for unapproved plans:

If permit is not approved, applicant will be refunded 50% of fee paid provided no work has commenced. If work has started and application is not approved, no fees will be refunded.

Permit Renewal:

Permits expire one year from date of issuance if the work authorized has not been completed, unless prior written extension has been granted for good cause shown.

Renewal fee	\$ 20.00
or 10% of original permit, whichever is larger	

Certificate of Occupancy:

If building permit is in effect, no additional charge, otherwise	
One and two-family dwelling owned in condominium or co-op form	\$ 40.00
All others	\$165.00

Temporary Certificate of Occupancy	\$ 20.00
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Third and subsequent temporary certificates of occupancy	\$165.00
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Demolition Permit:

Demolition	\$ 20.00
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Floodplain Development Permit

\$ 25.00.

Fire Prevention and Safety Inspection:

Per dwelling unit (more than 2 units)

None

Common areas

None

All other buildings, per floor for hotel, motel, rooming house, dormitory
lobby, hallways, foyers and common areas

None

None

Factory, industrial building, public areas, warehouse, community service building, retail
or wholesale business establishment, gasoline station, theatre, meeting hall including area
of public assembly defined in Section 303 of the Building Code of New York State,
professional and business office building

None

or per floor

None

or per hour, whichever is higher

None

lobby, hallways, aisles, foyers and common areas

None

Operating Permit:

Inspection of premises and issuance of an operating permit

None

Fire Prevention and Safety Inspection

Amended 10-11-11

Per dwelling unit (more than 2 units) \$ 20.00

Common areas \$ 40.00

All other buildings, per floor for hotel, motel, rooming house, dormitory \$ 35.00

lobby, hallways, foyers and common areas \$ 40.00

Factory, industrial building, public areas, warehouse, community service building, retail or wholesale business-establishment, gasoline station, theatre, meeting hall including area of public assembly defined in Section 303 of the Building Code of New York State, professional and business office building \$ 30.00

or per floor \$ 20.00

or per hour, whichever is higher \$ 20.00

lobby, hallways, aisles, foyers and common areas \$ 40.00

Operating Permit

Inspection of premises and issuance of an operating permit \$ 50.00

All Fees for Fire Prevention , Safety Inspection and operating Permits have been eliminated by resolution of the Village Board of Trustees at there Regular Meeting held on October 11, 2011

RESOLUTION: Resolved that Local Law #3-2006 section 16 fees for Fire Prevention, Safety Inspections and operating permits shall be amended and that the current fees for inspections shall be eliminated from this date forward and

be it further resolved that as stated in the Law these fees can be amended by resolution in the future if deemed appropriate by the Village Board of Trustees copy attached.

Introduced by Trustee Syper

Seconded by Trustee Roach

Ayes - Trustees Syper, Roach, Mayer, Mayor Bova.

Nays - None Trustee Jacobson absent.

TOWN OF ELLICOTT

BUILDING/ZONING DEPARTMENT SCHEDULE OF FEES

BUILDING PERMITS FEE SCHEDULE

Residential

New Residential

0 – 1499 sq. feet	\$350.00
1,500 – 2,999 sq. feet	\$550.00
3,000 sq. feet and above	\$750.00
*Duplicate/Re-issued Certificate of Occupancy/Compliance	\$25.00

Residential Additions/Alterations

0 – 199 sq. feet	\$50.00
200 – 899 sq. feet	\$100.00
900 sq. feet and above	\$150.00

Garages/Detached Accessory Buildings

145 – 250 sq. feet	\$40.00
251 – 500 sq. feet	\$75.00
501 – 750 sq. feet	\$100.00
751 – 1000 sq. feet	\$150.00
1001 sq. feet and above	\$250.00

1,000 sq. feet for a attached or detached garage is the maximum cumulative total allowed by the Town of Ellicott zoning code without an area variance.

Garden/Storage Shed

Maximum size 144 sq. feet	\$25.00
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Residential Decks

0 – 200 sq. feet	\$30.00
201 – 500 sq. feet	\$60.00
501 sq. feet and above	\$90.00

<u>Solid Fuel Burning Appliance</u> (Wood, Coal Stoves, Outdoor Wood Boiler)	\$25.00
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Fences/Retaining Walls \$30.00

Residential Swimming Pools – Defined as: Any structure, basin, chamber or tank which is intended for swimming, diving, recreational bathing or wading and which contains, is designed to contain, or is capable of containing water more than 24” deep at any point.

\$30.00 On-Ground

\$50.00 Above Ground

\$100.00 In-Ground

Residential Roof Replacement \$10.00

Commercial – Industrial

New Construction / Additions / Alterations – Fee Based on Project Cost/Valuation

Includes all plumbing, mechanical, electrical, water/sewer upgrades and improvements. Also includes any change of occupancy classification and/or change of use. Valuation will be based on the ICC

Building Permit Fee = Minimum charge x square foot charge based on total project valuation

Project Cost Calculation to Determine Fee:

New Construction: Gross floor area x square foot construction cost**

Alterations: Construction cost shall be based upon the contract bid price or a sound estimate that includes all fair market labor, material and equipment costs for building, electrical, plumbing, mechanical, fire prevention and energy. *(If a contract bid price or sound estimate is not available, the fee shall be calculated based on the rate for new construction.)*

**Square Foot Construction Cost Calculation:

Total square footage of construction x square foot construction cost from Building Valuation Table published by the ICC (International Code Council) bi-annually as an average construction cost. *(To determine the appropriate square foot construction using the Building Valuation Table, determine the applicable building use group located in the left column and follow that row to the right over to the appropriate construction type column along the top of the table.)*

<u>Valuation</u>	<u>Fee</u>
\$0.00 - \$5000 Within Industrial Parks	\$125.00 \$125.00
\$5001 – \$25,000 Within Industrial Parks	\$150.00 + .20 per sq. foot \$150.00 + .10 per sq. foot
\$25,001 – \$100,000 Within Industrial Parks	\$175.00 + .20 per sq. foot \$175.00 + .10 per sq. foot
\$100,001 - \$250,000 Within Industrial Parks	\$300.00 + .20 per sq. foot \$300.00 + .10 per sq. foot

\$250,001 - \$500,000 Within Industrial Parks	\$500.00 + .25 per sq. foot \$500.00 + .15 per sq. foot
\$500,001 - \$1,000,000 Within Industrial Parks	\$1,000.00 + .25 per sq. foot \$1,000.00 + .15 per sq. foot
\$1,000,001 - \$5,000,000 Within Industrial Parks	\$4,000.00 + .25 per sq. foot \$4,000.00 + .15 per sq. foot
\$5,000,001 - Over Within Industrial Parks	\$8,000.00 + .25 per sq. foot \$8,000.00 + .15 per sq. foot

<u>Commercial/Industrial Roof Replacement</u>	Up to 75,000 sq. ft.	\$35.00 + .02 sq. ft.
	75,001-200,000 sq. ft.	\$25.00 + .01 sq. ft.
	200,001 sq. ft. and above	\$15.00 + .001 sq. ft.

Demolition/Building Removal

Residential	\$100.00
Commercial/Industrial	\$200.00

New York State Required Fire/Safety Inspection

Residential Housing

3 - 15 units	\$100.00
16 or more units	\$150.00

Commercial/Industrial

1 – 5,000 sq. feet	\$50.00
5,001 – 14,999 sq. feet	\$100.00
15,000 sq. feet and above	\$200.00

New York State Required Operating Permit \$50.00

Signage

Temporary 90-day permit	\$50.00
Permanent Sign 100 sq. feet or less - total both faces	\$100.00
Permanent sign 101 - 200 sq. feet and larger – total both faces	\$200.00
Permanent sign 201 sq. feet and larger	\$250.00

Planning Board Functions

Site Plan Review	\$250.00
Site Plan Revision	\$100.00

Zoning Board of Appeals Functions

Residential

• Area variances	\$75.00
• Special use permit	\$75.00 new, \$25.00 renewal
All other residential matters	\$75.00

Commercial

• Area variances	\$300.00
• Special use permit	\$300.00 new, \$150.00 renewal
All other commercial matters	\$300.00
Use variances	\$300.00

Zoning Compliance Letter \$50.00 + \$25.00 per hour for any
required file retrieval/research required. Minimum charge 1 hour

Communication Tower

Fees are defined in the Town of Ellicott Zoning Code Chapter 146-72, Section(s) M, Q

Highway Department

Highway Right-of-Way Permit \$50.00

*Permit applications and information can be picked-up at either the highway garage or the code enforcement office or on the Town of Ellicott website www.townofellicott.com under Forms

Driveways

Residential gravel, Asphalt, Concrete Deposit of \$250.00*

Commercial Parking Entrance \$100/40' Increments

*Upon inspection and approval of work performed within the Town of Ellicott highway right-of-way by the Town of Ellicott Highway Superintendent the deposit of \$250.00 will be returned. If the work performed does not meet the Town of Ellicott specifications the deposit of \$250.00 will be forfeited to the town.

RESOLUTION 37-2019

APPROVAL OF FEE SCHEDULE FOR BUILDING PERMITS

WHEREAS Trustee Carol Horlacher introduced a new fee schedule for building permits to be enacted immediately as stated below:

VILLAGE OF BROCTON FEE SCHEDULE FOR BUILDING PERMITS **ALL FEES ARE NON-REFUNDABLE**

Single, Two Family or Multiple Family Homes	\$0.08 Square Foot
Shed – Up to 144 Square Feet	\$20.00
Any accessory buildings over 144 square feet – including carports	Minimum \$35.00 or \$0.08 sq. ft. (whichever is greater)
Decks & Porches	Minimum - \$35.00 Plus \$0.08 over 150 sq. ft. \$40.00
Pools	\$35.00
Wood Stoves & Solid Fuel Burning Appliances	\$35.00
Demolition Permits	\$25.00
Non-Agricultural Fences	\$35.00
Farm Buildings	\$10.00
Electrical Permit	No Charge
Conversions, alterations, additions & repairs Applicable only when a Building Permit is required for, but not limited to any of the following: replacement of rafters, replacement or alteration of bearing walls or floor/ceiling joists, foundation reinforcement, or the construction, alteration or replacement of stairs, porches and decks. Building permit cost includes Certificate of Occupancy Fee	Minimum \$35.00 or \$0.08 sq. ft. (whichever is greater)
Requested Inspection outside of normal Village Business Hours (no Saturdays or Sundays)	\$25.00 per hour (after 4:30pm)

Certificate of Occupancy	No charge if building permit is in effect, otherwise 50% of the schedule of fees
Temporary Certificate of Occupancy	Residential - \$10.00 Commercial - \$20.00
New Construction or Alteration for Commercial (Includes Farm Retail)	Minimum \$35.00 or \$0.08 sq. ft. (whichever is great)
Truss Placard (Required by State in Commercial Bld.)	\$50.00
Plan Review for any construction, repair Or Alteration, Commercial Only Non-Refundable	Up to 10,000 sq. ft. floor area (whichever is greater) 10,001 – 50,000 sq. ft. floor area \$0.02 x sq. ft. floor area 50,001 – 100,000 sq. ft. floor area \$0.015 x sq. ft. floor area 100,001 sq. ft. floor area and up \$0.01 x sq. ft. floor area
Permit Renewals (Renewal of permit granted only, if applicable is Made prior to expiration of original permit. Otherwise, the full fee is required.	First renewal is no charge. Subsequent renewals are 50% of the original fee.
Annual Mobile Home Park License Renewal Fee	\$5.00 per lot with a minimum of \$50.00
Permits Requiring Public Hearing	\$40.00
Zoning Book Fee	\$20.00

Fire Safety Inspection

One (1) or two (2) Family Residence (Only when requested by owner)	\$35.00 per dwelling unit
Multiple Residence three (3) or more Dwelling units	\$35.00 flat fee per dwelling
All Other Occupancy	
0-5000 sq. ft.	\$50.00
5001 sq. ft. and over	\$100.00
Operating Permit	No Charge
Planning Board Site Review (Including any studies requested)	\$250.00

Wind Energy Conversion Systems (WECS)

- A. In addition to any fee schedule adopted by the Village of Brocton Board, there shall be non-refundable application fees as follows:
1. Wind Overlay Zone rezoning: \$500 per zone.
 2. WECS Special Use Permit \$50 per megawatt of rated maximum capacity.
 3. Wind Measurement Towers: \$200 per tower.
 4. Wind Measurement Tower Special Use Permit renewals: \$50 per Wind Measurement Tower.
 5. The cost of all legal notices and mailings shall be assessed to the applicant.
- B. Building Permits
1. The Village believes the review of building and electrical permits for Wind Energy Facilities requires specific expertise for these facilities. Accordingly, the permit fees for such facilities shall be increased by administrative costs which shall be \$100 per permit request, plus the amount charged to the Village by the outside consultant hired by the Village to review the plans and inspect the work. In the alternative, the Village and the applicant may enter into an agreement for an inspection and/or certification procedure for these unique facilities. In such case, the Village and the applicant will agree to a fee arrangement and escrow agreement to par for the costs of the review of the plans, certifications or conduct inspections as agreed by the parties.

NOW THEREFORE BE IT RESOLVED fee schedule for building permits is approved.

Resolution introduced by Trustee Carol Horlacher, second by Trustee Art Miller with vote as follows:

__3__ ayes

__0__ nays

__1__ absent

Dated: August 21, 2019

Scott Jagoda
Village Clerk/Treasurer

Code Chapter

Or Article	Type of Permit/Fee	Amount
Ch. 68, Building	Building Permit	
Construction and	0 to 999 square feet	\$50.00
Fire Prevention	1,000 to 1,999 square feet	\$75.00
	2,000 to 4,999 square feet	\$100.00
	5,000 to 9,999 square feet	\$150.00
	10,000 square feet and over	\$200.00
Storage/accessory uses		
	Residential garages	\$25.00
	Swimming pools/spas	\$25.00
	Additional review for	\$25.00
revised plan		
Certificate of Compliance		
	Single family home	\$65.00
	Townhouse with two	\$85.00
family dwelling		
Demolition Permit		
	Accessory building	\$50.00

Residence \$100.00

Commercial building \$250.00

Ch. 67, Buildings

Building moving permit \$50.00

Moving of

Ch.111, Flood

Development permit \$50.00

Damage Prevention

Ch.118, Garage Sales

Sale license fee \$6.00

[Amended 9-4-2009, by L.L. 3-2009]

Ch.145, Peddling Sticker designating No fee

And Soliciting "no soliciting"

Peddling/soliciting \$25.00

Permit for individual

Peddling/soliciting \$25.00,

Permit for organization plus ½ the fee for each person representing such organization, not for profit organizations are exempt

Ch. 155, Rental

First failure of Inspection \$50.00 Property & 30 days to comply

[Amended 9-4-2009, by L.L. 3-2009]

Second failure \$100.00
& 25 days to comply

Third failure \$150.00
& 20 days to comply

Fourth failure \$250.00
& 15 days to
comply

Ch.158, Records, Copies of records
Art. I, Public Pages not more than \$0.25 per page
Access 9×14 inches
Pages in excess of Actual cost
9×14 inches

Ch.159, Sewers, Private wastewater disposal \$75.00
Part 1, General system, permit and
Usage inspection

Connection to public
Sewer permit and initial 2 \$25.00
Inspections
Subsequent inspections \$5.00

	Tapping fees	Time and materials
	[Amended 6-20-11 by L.L. No. 1 2011]	(to be paid in full on completion of work)
	Permit for street extensions	\$50.00
Ch. 164, Signs And Billboards	Application fee	\$40.00
Ch. 201, Vehicles And Traffic	Storage fee	\$10.00 per day
	Towing fee	\$150.00
Ch. 210, Water	Tapping fees:	
	[Amended 6-20-11 by L.L. No. 1 2011]	
	$\frac{3}{4}$ or 1 inch tap	Time and materials (to be paid in full on completion of work before water turn on)
	Over 1 inch tap	Time and materials

Shutoff charge	\$30.00
Turn-on charge	\$30.00
Water for builder's Water use	Going water rate, plus Employee time
Water for specials Works	Going water rate, plus Employee time
Test of meters	Not less than \$25.00
Meter replacement fees: [Amended 6-20-11 by L.L. No. 1 2011]	
Residents	\$200.00 per meter
Non-Residents	\$200.00 per meter
Remote meter head replacement: [Amended 6-20-11 by L.L. No. 1 2011]	
Residents	\$75.00

	Non-Residents	\$75.00
Ch. 215, Zoning	Driveway opening permit	\$25.00
	Fence permit	\$25.00
	Building permit	Not specified
	Appeals application	\$50.00

Building Permit Fee Schedule

One & Two Family Homes - \$.10 per sq. ft. Includes Mobile Homes and Factory Manufactured Homes.

Multi-Family Residences - \$.10 sq. ft. plus \$100 for final inspection and Certificate of Occupancy.

Accessory Use Structures - Garages, Storage Buildings, Carports, etc. Building Permit cost includes the Certificate of Occupancy fee.

- under 150 sq. ft. - no charge, no permit required (must comply with International Codes and set-back requirements).
- All others - \$.10 sq. ft.

Roofs (Tear-off or cover over) - \$25.00

Swimming Pools - \$50.00. In-ground and above-ground; Building Permit cost also includes electric permit and the Certificate of Occupancy fee.

Signs - \$50.00. See sign law; Zoning).

Electric Permit - \$50.00. Required for all extensions, additions and repairs of electrical service.

Residential Conversions, alterations, additions, repairs - \$50.00 or \$.10 per sq. ft., whichever is greater.

Fences & Walls - \$50.00. Non-agricultural, intended to prevent passage and/or provide privacy. Building Permit cost includes Certificate of Compliance fee.

Solid Fuel Burning Appliances - \$50.00. Building permit cost includes Certificate of Compliance fee.

Demolition Permit - \$50.00. A Demolition Permit shall not be required when a "Legal Violation Order" or any legal order to demolish and remove is in effect.

Permit Renewals - \$50.00 or 50% of the Renewal of Permit granted only, if application original permit fee is made prior to expiration of original permit. Otherwise, the full fee is required.

Requested Inspections - \$25.00 per hour (\$25.00 minimum charge)

Certificate of Occupancy - \$100.00 when no Building Permit is in effect (applies to all structures, residential and commercial).

Temporary Certificate of Occupancy - \$100.00 (Valid for 6 months or less)

Commercial Structures - Building Permit Fees for commercial structures shall be based upon the estimated 'cost of construction'. The cost of construction includes all labor and materials. If written cost estimates cannot be obtained, computation of the applicable fees shall be based upon the following:

The average commercial construction cost per square foot in accordance with the proposed use, construction type, materials, local labor costs, and other data as may be obtained and documented from local builders, contractors, suppliers, and/or other sources. Final determination of the estimated cost of construction shall be made by the Building Inspector/Enforcement Officer or his designated agent.

- \$0 to \$25,000 - \$75.00 fee plus \$5.00 for each \$1000 or fraction thereof of total value.
- \$25,001 to \$50,000 - \$250 fee plus \$5.00 for each \$1000 or fraction thereof of value over \$25,000.
- \$50,001 to \$100,000 - \$450 fee plus \$2.50 for each \$1000 or fraction thereof of value over \$50,000.
- \$100,001 and up - \$650 fee plus \$2.50 for each \$1000 or fraction over \$100,000.

Truss Identification (NYS Mandate) - \$75.00 per project

Required annual fire safety inspections - \$35.00. Places of public assembly, etc. If a violation is found, re-inspection fee - \$20.00 per each additional inspection

Special Use Permit - \$75.00

- 6' fences, Home Occupation, etc., additional/alterations to an existing Special Use
- Cell Towers/Wind Turbines per site - \$500.00
- Additional equipment to an existing facility - \$500.00

Variance - \$100.00

Zoning Review

1. **Site Plan Review** - \$75.00
2. **Minor Subdivision (4 lots or less)** - \$150.00
3. **Major Subdivision (5 or more lots)** - \$250.00 plus \$25.00 per lot

When any type of construction work has commenced without first obtaining a Building Permit - an additional \$75.00 or 50% of the applicable permit fee, whichever is greater. Applicant may also be subject to fines and penalties as specified in Section 92-6 of the Town of Westfield Code or 155-13 of the Code of the Village of Westfield.

Refunds - all fees are non-refundable. In the event that an application is disapproved or rejected, a refund of 50% (one-half) of the fee paid shall apply providing that no work has commenced.

Payment of Fees - all fees are due and payable to the Town/Village of Westfield upon submission of the Building Permit Application, applicable plans, and specifications.

Waiver of Fees - the Board may, by majority vote at a regular Board Meeting, reduce, alter or waive any fee charged for work performed by any licensed charitable or non-profit agency or organization.

For more detailed information or explanation of the building permit fees, please contact the Building & Code Enforcement Officer at 326-4401