

## RESOLUTION NUMBER 08-33

### A RESOLUTION OF THE CITY OF WESTFIELD AMENDING RESOLUTION 07-13 ADOPTED JULY 9<sup>TH</sup> 2007 BY THE TOWN OF WESTFIELD REGARDING THE ADOPTION OF A FEE SCHEDULE FOR THE DEPARTMENT OF COMMUNITY DEVELOPMENT

**WHEREAS**, Westfield Code of Ordinance WC 16.04.180 authorizes the City Council to adopt a fee schedule by resolution on an annual basis; and,

**WHEREAS**, the Community Development Department has assessed the need to amend the fee schedule previously approved under Resolution 07-13 to reflect the changing needs of the Department and duties required of the Staff to serve the residents of the community ; and,

**WHEREAS**, the City Council has been duly advised in this matter;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTFIELD, HAMILTON COUNTY, INDIANA, AS FOLLOWS:**

**Section I.** Pursuant to WC 16.04.180 the Common Council now hereby finds that an amended fee schedule is to be adopted, applied and utilized by the Community Development Department.

**Section II.** That the Common Council now finds that the fees outlined by “Figure 1”, attached hereto and incorporated by reference herein, shall be the updated fees.

**Section III.** All previous fees adopted by this Common Council are now deemed updated to reflect those contained in “Figure 1”.

**Section IV.** That any and all acts done to further this action are now deemed ratified by the Common Council of the City of Westfield.

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**ADOPTED AND PASSED THIS 14<sup>TH</sup> DAY OF JULY, 2008, BY THE  
WESTFIELD CITY COUNCIL, HAMILTON COUNTY, INDIANA.**

**WESTFIELD CITY COUNCIL  
Hamilton County, Indiana**

**Voting For**

**Voting Against**

**Abstain**

\_\_\_\_\_  
John Dippel

\_\_\_\_\_  
John Dippel

\_\_\_\_\_  
John Dippel

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Bob Horkay

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Bob Horkay

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Bob Horkay

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Ken Kingshill

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Ken Kingshill

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Ken Kingshill

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Bob Smith

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Bob Smith

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Bob Smith

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Thomas Smith

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Thomas Smith

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Thomas Smith

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Rob Stokes

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Rob Stokes

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Rob Stokes

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Melody Sweat

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Melody Sweat

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Melody Sweat

ATTEST:

\_\_\_\_\_  
Clerk-Treasurer, Cindy Gossard

This resolution prepared by:  
Gregory J Anderson, AICP  
Director Community Development  
City of Westfield

I hereby certify that RESOLUTION NUMBER 08-33 was delivered to the Mayor of Westfield on the \_\_\_\_\_ day of \_\_\_\_\_, 2008, at \_\_\_\_\_ m.

\_\_\_\_\_  
Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 08-33    I hereby VETO RESOLUTION 08-33  
this \_\_\_\_\_ day of \_\_\_\_\_, 2008.    this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
J. Andrew Cook, Mayor

\_\_\_\_\_  
J. Andrew Cook, Mayor

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**“Figure 1”**

2008 Fee Schedule

Westfield-Washington Township  
Advisory Plan Commission  
and  
Board of Zoning Appeals

NO CHANGES TO RESOLUTION 07-13

SIGNS

NO CHANGES TO RESOLUTION 07-13

OTHER

Temporary Event/Use Permit Application <sup>1</sup>	\$100
Temporary Event/Use Permit Deposit <sup>2</sup>	\$200-\$5000
Temporary Structure Extension (Administrative)	\$750
Temporary Structure Extension (BZA)	\$550

1. Application is required for events in City Parks and on City property; however, it is not required for events on City Playing fields.
2. Deposit is not required by Community Development for events in City Parks and on City Playing fields.

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**“Figure 1” (Continued)**

**INSPECTION FEES** – Required permits shall be issued upon payment of inspection fees according to the following schedule. The following inspection fees shall be assessed for each site visit required for each stage of construction approval. Some or all of the following inspections may be required:

**BUILDING INSPECTION FEES**

<b><u>INSPECTION TYPE</u></b>	<b><u>FEE</u></b>
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**RESIDENTIAL**

Minimum of six required inspections (footing <sup>(1)</sup>; foundation or under-slab plumbing <sup>(2)</sup>; rough framing / roof <sup>(3)</sup>; \*rough plumbing, mechanical & electrical <sup>(4)</sup>; \*insulation & drywall <sup>(5)</sup>; \*drywall <sup>(6)</sup>; pre-final <sup>(7)</sup>; and \*final <sup>(8)</sup>); inspection cost is in addition to permit cost. Detached accessory structures shall require footing and final inspections and other inspections as determined appropriate by the Director. [Pre-Final is at the Builders option and not a required inspection].

**Required Inspections**

(1)	Footing	\$50.00
(2)	Foundation or under-slab plumbing	\$50.00
(3)	Rough Framing / Roof	\$50.00
(4)	Rough Plumbing / Mechanical / Electrical	\$50.00
(5)	Insulation & Drywall (prior to taping or mud)	\$50.00
(6)	Pre-Final (Builders option)	\$50.00
(7)	Final / Certificate of Occupancy	\$75.00
	Final Site Inspection	\$50.00
	All other inspections as determined by Director	\$50.00 plus cost

*Please note* that remodeling of residential structures (i.e. kitchens or baths) may not require a number of the listed inspections so noted above, it will be at the discretion of the Director or his designee.

**NON-RESIDENTIAL (including agricultural)**

Minimum of seven required inspections (footing <sup>(1)</sup>; foundation or under-slab plumbing <sup>(2)</sup>; rough framing / roof <sup>(3)</sup>; \*rough plumbing, mechanical & electrical <sup>(4)</sup>; \*insulation & drywall <sup>(5)</sup>; \*pre-final [builders option] <sup>(6)</sup>; pre-final / fire marshal <sup>(7)</sup>; and \*final / certificate of occupancy <sup>(8)</sup>); inspection cost is in addition to permit cost. Detached accessory structures shall require footing and final inspections and other inspections as determined appropriate by the Director. [Pre-Final is at the Builders option and not a required inspection].

**Required Inspections**

(1)	Footing	\$90.00
(2)	Foundation or under-slab plumbing	\$90.00
(3)	Rough Framing / Roof	\$90.00
(4)	Rough Plumbing / Mechanical / Rough Electrical	\$90.00
(5)	Insulation & Drywall (prior to taping or mud)	\$90.00
(6)	Pre-Final (Builders option)	\$90.00
(7)	Pre-Final / Fire Marshal	\$90.00
(8)	Final / Certificate of Occupancy	\$125.00
	Final Site Inspection	\$90.00
	All other inspections as determined by Director	\$90.00 plus cost

The following fees shall also be assessed as warranted necessary by the Director for Residential & Non-Residential developments / construction:

**OTHER FEES**

**RESIDENTIAL**

**NON-RESIDENTIAL**

Replacement ILP Card		
First Time:	\$25.00	\$25.00
Second Time:	\$50.00	\$50.00
Third / Final Time:	½ of the original permit fee assessed at application	
Failure to Schedule Inspection	\$250.00	\$250.00
Failed Inspection / Reinspection	<b>See Chart</b>	<b>Below</b>
	<i>(e.g., no original permit on premise, no access to the structure, not ready for the inspector, inspection done and deficiencies remain)</i>	
Commencing construction without a permit or without a passed inspection <i>(in addition to the required inspection fee)</i>	\$400.00	\$1,250.00
Occupying a structure without a Certificate of Occupancy / Compliance	\$2,500.00	\$5,000.00

<b>FAILED INSPECTION CHART</b>		
<b>Re-Inspection</b>	<b>RESIDENTIAL</b>	<b>NON-RESIDENTIAL</b>
First	\$50.00	\$90.00
Second	\$100.00	\$180.00
Third	\$200.00	\$360.00
Fourth	\$400.00	\$720.00
Fifth	\$800.00	\$1,440.00

**NOTES:**

1. For unusually large or complex buildings or structures, the number and types of required inspections shall be determined by the Director.
2. No concrete shall be placed for footings or foundations without prior inspections.
3. No electrical, mechanical, or plumbing work shall be covered without prior inspections.
4. All inspection fees shall be paid to the City of Westfield prior to scheduling your final inspection and the issuance of a Certificate of Occupancy.

**“Figure 1” (Continued)**

**IMPROVEMENT LOCATION PERMIT FEES** – Required Improvement Location Permits (ILP) shall be issued upon payment of the fees according to the following schedule:

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**IMPROVEMENT LOCATION PERMIT FEES**

<b>PERMIT TYPE</b>	<b>FEE</b>
<b><u>AGRICULTURAL</u></b>	
Agricultural / Farm buildings which <u>have</u> major electrical, plumbing, sewage or water installations.	\$70.00 + \$0.07 / sqft
Agricultural / Farm buildings which <u>do no have</u> major electrical, plumbing, sewage or water installations.	\$70.00
<b><u>RESIDENTIAL*</u></b>	
Single-family Dwelling	\$400.00 + \$0.08 / sqft
Two-Family Dwelling	\$400.00 + \$0.08 / sqft
Tri-Quad Dwelling	\$400.00 + \$0.06 / sqft
Multiple-Family Dwelling	\$400.00 + \$0.06 / sqft
Residential Addition	\$100.00 + \$0.07 / sqft
Residential accessory buildings / structures Storage buildings, detached carports/ garages, other accessory structures with foundations and in-ground pools	\$100.00 + \$0.07 / sqft

\* All fees listed do not include required inspections.



**“Figure 1” (Continued)**

6. When a structure is moved from one location to another, within Washington Township, Hamilton County, Indiana, applicable fees shall be charged for removing the structure from its location. Improvement Location Permit fees shall be charged for the placement of the structure at its new location. To receive an Improvement Location Permit, all appropriate materials must be supplied to the Director, as if the structure were being newly constructed.
7. Temporary Permit fees are based on a thirty (30) day period. All periods less than thirty (30) days shall be charged the full thirty-(30) day rate. (i.e., thirty-one (31) days equals two (20 thirty-(30) day periods, sixty-one (61) days equals three (3) thirty-(30) day periods).

All temporary building permit fees are calculated by the base rate of \$100.00, times the number of structures, times the number of months (maximum of three (3) months) (\$100.00 x 1 structure x 3 months = \$300.00).

8. Improvement Location Permits, time for construction:

Single-Family Residential Home	To Complete:
Less than 2,500 sf	nine (9) months
2,501 sf – 3,500 sf	twelve (12) months
3,501 sf – 6,000 sf	fifteen (15) months
6,000 sf and above	eighteen (18) months
Multiple-Family Residential	To Complete:
Two Dwelling units	twelve (12) months
Three – Four Dwelling units (max six units)	fifteen (15) months
Apartment Building 8 or more units	twenty-four (24) months
Commercial / Industrial (Non-Residential)	To Complete:
Build-out or remodel	twelve (12) months
Building Shell (vanilla box) [under 25,000 square feet]	eighteen (18) months
Building Shell (vanilla box) [over 25,000 square feet]	twenty-four (24) months

Extensions may be granted at the discretion of the Director of Community Development based upon stage of construction.

**“Figure 1” (Continued)**

**Review Of Application – THE REVIEW PROCESS MAY TAKE UP TO TEN BUSINESS DAYS BEFORE APPLICATION IS APPROVED.** Prior to the issuance of any building permit, the Building Commissioner, or duly authorized representatives, shall:

1. Review all building permit applications to determine compliance with the adopted construction standards.
2. Review all building permit applications for new construction or substantial improvements to determine whether proposed building sites will be reasonably safe from flooding.
3. Review building permit applications for new construction or substantial improvements within the floodplain area having special flood hazards to assure that the proposed construction (including prefabricated and mobile homes):
  - a. Is protected against flood damage;
  - b. Is designed (or modified) and anchored to prevent flotation, collapse, or lateral movement of the structure; and
  - c. Uses construction methods and practices that will minimize flood damage.

**Inspections** – After the issuance of any building permit, the Building Commissioner shall make, or shall cause to be made, inspections of the work being done as are necessary to ensure compliance with the provisions of the adopted construction standards and the terms of the permit. Reinspections of work found to be incomplete or not ready for inspection shall be subject to additional fees as prescribed in this document.

**Inspection Assistance** – The Chief of the Fire Department, or designated representatives, may assist the Building Commissioner in the inspection of fire suppression, detection and alarm systems and may provide reports of such inspection to the Building Commissioner.

**Entry** – Upon presentation of proper credentials, the Building Commissioner or duly authorized representatives may enter at reasonable times any building, structure or premises in the Town of Westfield and/or Washington Township to perform any duty imposed by this document.

**Stop Work** – Whenever any work is being done contrary to the provisions of this document, the Building Commissioner, or duly authorized representatives, may order the work stopped by notice, in writing, served on any persons engaged in the causing of such work to be done. Any such persons shall forthwith stop such work until authorized by the Building Commissioner, or duly authorized representatives, to proceed with the work.

**Certificate Of Occupancy** – No certificate of occupancy for any building or structure constructed shall be issued unless such building or structure was constructed in compliance with the adopted construction standards. It shall be unlawful to occupy any

**"Figure 1" (Continued)**

such building or structure unless a full, partial, temporary or conditional certificate of occupancy has been issued by the Building Commissioner.

**Workmanship** – All work on the construction and alteration of buildings and other structures shall be performed in a good and workmanlike manner according to accepted standards and practices in the trade.

**Violations** – It shall be unlawful for any person, firm or corporation, whether as owner, lessee, sub-lessee, or occupant, to erect, construct, enlarge, alter, repair, improve, remove, convert, demolish, equip, use, occupy or maintain any building or structure, in the Town of Westfield or cause or permit the same to be done, contrary to or in violation of the provisions of this document.

**Right Of Appeal** – All persons shall have the right to appeal any order of the Building Commissioner first through the Town Council of the Town of Westfield and then to the Fire Prevention and Building Safety Commission of Indiana in accordance with the provisions of IC 22-13-2-7 and IC 4-21.5-3-7.

**Remedies** – The Building Commissioner shall, in the name of the Town of Westfield, bring actions in the Circuit or Superior Courts of Hamilton County, Indiana, for mandatory and injunctive relief in the enforcement of and to secure compliance with, any order(s) made by the Building Commissioner. Any such action for mandatory or injunctive relief may be joined with an action to recover the penalties provided for in this document.

**Penalties** – Any person, firm or corporation which fails, refuses, or neglects to obey any provision of this code shall be fined an amount not less than twenty-five dollars (\$25), nor more than three hundred dollars (\$300). Each day each violation exists shall constitute a separate offense.