



COMMUNITY DEVELOPMENT SERVICES

PLANNING AND BUILDING DEPARTMENT

<http://www.edcgov.us/DevServices/>

PLACERVILLE OFFICE:

2850 Fairlane Court, Placerville, CA 95667

BUILDING

(530) 621-5315 / (530) 622-1708 Fax

bdgdept@edcgov.us

PLANNING

(530) 621-5355 / (530) 642-0508 Fax

planning@edcgov.us

LAKE TAHOE OFFICE:

924 B Emerald Bay Rd

South Lake Tahoe, CA 96150

(530) 573-3330

(530) 542-9082 Fax

Date: July 25, 2018

To: Don Ashton, CAO

From: Roger Trout, Director Planning and Building Department

Subject: Delay Collection of All Permit Application Fees Until Issuance

The Planning and Building Department will immediately begin delaying the collection of permit fees due at application until the time of permit issuance. This would apply to building and grading permits.

County Fee Resolution 079-2016, Section J, requires that “when plans are required to be submitted, an application/plan review fee shall be paid at time of the building application, in the amount equal to one-half of the fee.” The remainder of the fee, including the Mitigation Fees for Fire Departments, Community Service Districts, and the Traffic Impact Mitigation (TIM) fees, are collected at time of permit issuance.

Due to challenges implementing the fee collection process through TRAKiT, we have experienced numerous errors and have been spending an inordinate amount of time collecting fees at the time of building permit application.

These problems are resolved by the time the permit is issued because there is more time to double check fee calculations, more time to verify with supervisors the proper fee categories, and the building square footage will also have been verified by plan check staff.

Therefore, until the TRAKiT implementation is resolved, we will delay collection of the “one half” of building permit application fee until the issuance of the permit.

No change to the total fee collected or impact on the General Fund would result. In fact, time will be saved by minimizing future refund or collections procedures resultant from incorrect fee collections.

No impact to the customers will occur. In fact, the customer will no longer need to “pay twice” (once at application, once at issuance). In addition, the fees charged will be correct and there will be fewer errors requiring processing of refunds or requests for additional funds from the customers.

The only risk is that about 2 percent of applications do not achieve issuance. This potentially creates an argument that the application fee is not due. We will do our best to collect fees due under the Fee Resolution. However, I believe this is a small amount of risk for a large return on efficiency under the current circumstances.