

ADMINISTRATIVE REGULATION 2020-01
MAYOR JOHN SUTHERS

DATE: January 21 2020

TOPIC: Development Review Enterprise Fire Construction Services Fee Schedule

LEGAL AUTHORITY: City Charter §§ 3-10(b) and 15-30
City Code §§ 1.2.314, 8.4.101, *et seq.*, and 14.7.101, *et seq.*

1.0 Purpose and Scope: This Administrative Regulation sets the "Fire Construction Services Fee" schedule assessed for the review and inspection of activities related to construction permits, fire suppression and alarm systems in new and constructed buildings, structures and assets.

2.0 Terms Defined: "Fire Construction Services Fees" – The fees charged to recover the costs of the City and its Development Review Enterprise ("DRE") related to the management and administration of reviews and inspections of new and constructed buildings, structures and assets governed by the "Fire Prevention Code and Standards," specifically related to construction permits, fire suppression and alarm systems.

3.0 Procedures:

3.1 In General: Pursuant to City Charter § 3-10(b), the Mayor shall perform all executive and administrative functions of the City, including promulgation of administrative regulations. Fees and charges set by the Mayor shall be implemented by administrative regulation as set forth in City Code § 1.2.314. The review and inspection activities of the City's DRE Fire Construction Services are an administrative function of the City government pursuant to the "Fire Prevention Code and Standards."

3.2 Establishment of Fees and Charges: The DRE Fire Construction Services Fees are established as set forth in Exhibit A, which is attached and incorporated hereto.

4.0 Miscellaneous

4.1 This Administrative Regulation shall be effective as of **January 15, 2020**, and shall remain in effect until amended or rescinded.

4.2 This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.



John W. Suthers, Mayor

APPROVED AS TO FORM:



Office of the City Attorney



Colorado Springs Fire Department
Division of the Fire Marshal

Construction Services Fee Schedule

Effective January 17, 2020

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Construction Services Fees

Unless otherwise noted, a plan review fee includes two plan reviews, an initial inspection, and a final inspection. Additional fees may be assessed for subsequent reviews, trips, and re-inspections.

<u>Water Plan Reviews & Inspections</u>	
Plan review	\$140.00
Inspection first fire hydrant	\$115.00
Inspection each additional hydrant	\$57.50
Inspection, per fire line	\$230.00
Water tank for fire suppression	\$650.00

<u>Construction Plan Reviews & Inspections</u>	
A-1 - 50,000 square feet (sq. ft.) or less	\$1,377.50
A-1 - 50,000 + sq. ft. - 150,000 sq. ft.	\$1,402.50
A-1 - Each additional 50,000 sq. ft. or portion thereof greater than 150,000 sq. ft.	\$1,402.50
A-2 - 5,000 sq. ft. or less	\$440.00
A-2 - 5,000 + sq. ft. - 10,000 sq. ft.	\$567.50
A-2 - Each additional 10,000 sq. ft. or portion thereof greater than 10,000 sq. ft.	\$567.50
A-3 - 12,000 sq. ft. or less	\$440.00
A-3 - 12,000 + sq. ft. - 50,000 sq. ft.	\$567.50
A-3 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$567.50
A-4 - 12,000 sq. ft. or less	\$510.00
A-4 - 12,000 + sq. ft. - 50,000 sq. ft.	\$740.00
A-4 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$740.00
A-5 - 10,000 sq. ft. or less	\$510.00
A-5 - 10,000 + sq. ft. - 50,000 sq. ft.	\$1,300.00
A-5 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$1,300.00
B - 10,000 sq. ft. or less	\$312.50
B - 10,000 + sq. ft. - 50,000 sq. ft.	\$370.00
B - 50,000 + sq. ft. - 100,000 sq. ft.	\$567.50
B - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$567.50
E - New construction and additions	\$1,135.00
E - Remodels	\$312.50
F-1 - 12,000 sq. ft. or less	\$497.50
F-1 - 12,000 + sq. ft. - 50,000 sq. ft.	\$765.00
F-1 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$765.00
F-2 - 12,000 sq. ft. or less	\$370.00
F-2 - 12,000 + sq. ft. - 50,000 sq. ft.	\$625.00
F-2 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$625.00
H - All groups	\$382.50
I-1, I-2 - 50,000 sq. ft. or less	\$440.00
I-1, I-2 - 50,000 + sq. ft. - 100,000 sq. ft.	\$592.50

I-1, I-2 - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$592.50
I-1, I-2 - Modifications or additions charged in increments of 50,000 sq. ft. or portion thereof	\$510.00
I-3 - Charged in increments of 50,000 sq. ft. or portion thereof	\$1,070.00
I-4	\$497.50
M - 10,000 sq. ft. or less	\$370.00
M - 10,000 + sq. ft. - 50,000 sq. ft.	\$440.00
M - 50,000 + sq. ft. - 100,000 sq. ft.	\$880.00
M - Each additional 50,000 sq. ft. or portion there of greater than 100,000 sq. ft.	\$440.00
R-1 - Up to and including 30 sleeping units	\$510.00
R-1 - 31 to 100 sleeping units	\$1,755.00
R-1 - Each additional 30 sleeping units or portion there of greater than 100	\$510.00
R-2 - Up to and including 10 dwelling/sleeping units	\$255.00
R-2 - 11 - 30 dwelling/sleeping units	\$370.00
R-2 - 31 - 100 dwelling/sleeping units	\$797.50
R-2 - 101 - 150 dwelling/sleeping units	\$1,785.00
R-2 - 151 - 200 dwelling/sleeping units	\$2,270.00
R2 - Each additional 50 dwelling/sleeping units or portion thereof greater than 200	\$567.50
R-2 - Townhomes, per building	\$150.00
R-3 - Wildland urban interface (WUI) home	\$440.00
R-4	\$370.00
S-1 & S-2 - 10,000 sq. ft. or less	\$312.50
S-1 & S-2 - 10,000 sq. ft. - 50,000 sq. ft.	\$510.00
S-1 & S-2 - 50,000 sq. ft. - 100,000 sq. ft.	\$975.00
S-1 & S-2 - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. Ft	\$510.00
U	\$255.00
Other occupancies or uses not listed	\$740.00
High-rise building surcharge, in addition to occupancy classification fee above	0.04/sq. ft.
Shell building	\$382.50
Foundation only/ superstructure/ limited review	\$70.00
Smoke management system, exhaust method	\$1,160.00
Smoke management system, pressurization method	\$3,125.00
Radio amplification	\$230.00
Other construction permits not listed	\$370.00
Performance based design surcharge, in addition to applicable fees listed above, minimum \$2,000	0.04/sq. ft.

Fire Alarm System Plan Reviews & Inspections

5-Device letter	\$100.00
50 or less initiating devices and/or notification appliances	\$312.50
51 - 100 initiating devices and/or notification appliances	\$567.50
100 - 150 initiating devices and/or notification appliances	\$995.00
Each additional 20 initiating devices and/or notification appliances greater than 150	\$306.00
Residential fire alarm system - single family home	\$312.50
Change in monitoring technology	\$185.00
Firefighter communications systems other than radio amplification	\$415.00
2-way elevator communications	\$300.00

Fire Sprinkler System Plan Reviews & Inspections

20 - Head letter	\$100.00
100 sprinkler heads or less, includes 1 wet pipe sprinkler system riser	\$497.50
101-200 sprinkler heads	\$740.00
201-300 sprinkler heads	\$995.00
Each additional 100 sprinkler heads or portion thereof greater than 300	\$255.00
Each additional wet pipe sprinkler system riser and/or backflow retrofit	\$242.50
Each standpipe system riser	\$242.50
Each dry pipe, preaction, and/or deluge system valve	\$242.50
Each fire pump or foam system	\$530.00
13D system, sprinkler systems in one- and two-family dwellings and manufactured homes	\$427.50
NOTE: Three sprinkler system inspections shall be allowed, per permit, prior to assessing a trip fee for additional inspections.	

Fixed Fire Extinguishing System Plan Reviews & Inspections

First wet/dry chemical extinguishing system	\$370.00
Each additional wet/dry chemical extinguishing system	\$127.50
Gaseous extinguishing system	\$880.00
Water mist extinguishing system	\$1,900.00

Miscellaneous Permits & Plan Reviews

Cancelled projects prior to permit, per hour or portion thereof	\$140.00
Work at Risk Permit	\$500.00
Expedited plan review, limited first come/first served, maximum 5 per week	\$420.00
Annual Facilities Permit	\$1,800.00
Revisions/splice review, per quarter hour	\$35.00
System Demolition Permit	\$185.00

Pre-plan submittal consult, free first thirty minutes, \$140 each subsequent hour or portion thereof	\$140.00
Third and subsequent submittals	1.5x Review Fee

Miscellaneous Inspections

Convenience inspection, first two hours or portion thereof	\$345.00
Convenience inspection, exceeding two hours, each additional hour or portion thereof	\$172.50
Courtesy inspection, per hour or portion thereof	\$115.00
Trip Fee, second and subsequent partial inspection	\$230.00
Re-inspection	\$300.00
Inspection cancellation, after deadline	\$230.00
NOTE: A re-inspection fee may be applied if the site is inaccessible and/or work is not sufficiently pre-tested, or hazards are not completed in the required timeframe.	

Administrative Permits, Records Requests & Plan Reviews

Permit renewal or permit re-issue, due to loss or damage	\$10.00
Records request, per hour or portion thereof	\$30.00
Work without a permit, per incident	2x Permit Fee
3rd party plan review	\$70.00

Extraterritorial Plan Reviews & Inspections

One-time inspector surcharge, per quarter hour or portion thereof	\$37.50
One-time mileage surcharge	IRS Standard Mileage Rate

NOTE: Extraterritorial fees shall be applied when a plan review and an inspection is requested for projects outside the City of Colorado Springs' jurisdiction. In addition to all applicable fees, a one-time surcharge shall be assessed based on the inspector's travel-time and roundtrip mileage. Mileage shall be calculated using each city's center point, as referenced on Google Maps. Mileage shall be calculated at the current Internal Revenue Service's (IRS) standard mileage rate. Surcharges will be rounded to the nearest dollar.

Definitions/Explanations

Convenience Inspection: A convenience inspection fee is assessed when a business or contractor requests an inspection outside the normal business hours of the Division of the Fire Marshal to accommodate their convenience.

Expedited Plan Review: Allows plans to be moved to the front of the plan review queue. Expedited plan reviews are available for all plans reviewed by the Division of the Fire Marshal, including extraterritorial

reviews. Expedited plan reviews are available on a first-come first-served basis, and the fee shall be paid at the time of the request. The availability of expedited plan reviews are at the discretion of the fire code official based on staffing and/or resource availability. Expedited plan reviews do not supersede rapid response reviews.

High-Rise Building Surcharge: A one-time fee to cover the additional time for review, inspection and building commissioning that accompanies the complex nature of all high-rise structures.

Performance Based Design Surcharge: A one-time fee to establish fire safety and engineering goals and objectives, fire model construction and evaluation, plan review, inspection, acceptance testing, and re-evaluation of all performance based designs, alternative materials and methods or other design alternatives when requested or at the plan reviewer's discretion based on project scope. In all cases the minimum fee shall be \$2,000.

Pre-Plan Submittal Consult: Time associated with a project during the design and planning stages. The assessed amount is cost recovery for staff's time during the consultation, similar to time spent during a plan review. A fee will not be assessed for meetings requiring thirty minutes or less.

Re-Inspection: A fee assessed if an inspection is scheduled and any portion of the work is incomplete, and/or hazards are not abated in an allotted timeframe. Failure to provide access for a requested inspection, failure to maintain work in an exposed condition until the inspection is completed, deviation from approved plans, lack of sufficient documentation or required equipment or personnel to conduct the inspection, or a system that has not been pre-tested shall also require a re-inspection.

Trip Fee: Accounts for time associated with two inspections for a given permit. Sprinkler contractors shall be allowed three inspections per permit issued. A trip fee will be assessed when additional inspections are required due to the phasing or scheduling of a project.

Implementation: Fees shall be assessed upon the plan approval date.

Note Worthy

Fees associated with high pile storage and hazardous materials are listed in the Colorado Springs Fire Department Code Services Fee Schedule.

Lacey, Brett

From: Mike Waldinger <mike@aiacolorado.org>
Sent: Wednesday, January 15, 2020 12:31 PM
To: Lacey, Brett
Cc: Christine Riggs; Sheva Willoughby; Adam Harding; Amy Blagriff; Nikolaus Remus; AIA Zachary Taylor - Taylor Architecture & Design, LLC (Zachary@Taylor-AD.com)
Subject: Re: Colorado Springs Fire Department fee schedule

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Fire Marshal Lacey,

Please accept this note of no formal opposition from me as a response to your request. Due to the short notice, we regret that we cannot undertake a more detailed review and seek the feedback of our members practicing in your jurisdiction. But based on the correspondence and insight provided by Christy Riggs, we are confident due diligence was pursued in formulating the proposed changes.

Your colleagues in the architecture profession appreciate the ongoing partnership with the fire service to ensure the health, safety and welfare of building occupants. And we understand that upholding this sacred responsibility takes time and money. We wish you well in the performance of your duties and encourage you to continue to reach out to the architecture community when we can be of assistance.

Very truly yours,

Mike Waldinger, Honorary AIA | CEO
AIA Colorado | mike@aiacolorado.org



303 East 17th Avenue, Suite 110
Denver, Colorado 80203
303.228.3915
aiacolorado.org

COPY

From: "Lacey, Brett" <Brett.Lacey@coloradosprings.gov>
Date: Monday, January 13, 2020 at 2:59 PM
To: Mike Waldinger <mike@aiacolorado.org>
Cc: Christine Riggs <christyriggs@308llc.com>, Sheva Willoughby <sheva@rtaarchitects.com>, Adam Harding <aharding@rothsheppard.com>, Amy Blagriff <amy@aiacolorado.org>, Nikolaus Remus <nikolaus@aiacolorado.org>
Subject: Re: Colorado Springs Fire Department fee schedule

Me. Waldinger,

Forgive me for jumping in but it is my fault you are receiving this notice/request for comment or support. I have a new Deputy Fire Marshal who recently took over the construction services section which is responsible for these fees.

Unfortunately I was incomplete in my list of stakeholders to him and only now saw I forgot AIA. We have letters of support from Affiliated Commercial Contractors Assoc., the fire board of appeals, the Chamber of Commerce and Economic Development, and expect any moment to have a letter from the HBA. I hope this helps answer your question.

Sent from my iPhone
Brett T. Lacey
Fire Marshal
Colorado Springs Fire Department

On Jan 13, 2020, at 2:11 PM, Mike Waldinger <mike@aiacolorado.org> wrote:

Thanks Christy for bringing this to our attention. Were there any other members involved in the fee analysis and restructuring that you are aware of? Just want to make sure to cover all the bases and thank those who lent their time.

Mike

From: Christine Riggs <christyriggs@308llc.com>
Date: Monday, January 13, 2020 at 1:58 PM
To: Sheva Willoughby <sheva@rtaarchitects.com>, Adam Harding <aharding@rothsheppard.com>, Mike Waldinger <mike@aiacolorado.org>, Amy Blagriff <amy@aiacolorado.org>
Cc: "Lacey, Brett" <Brett.Lacey@coloradosprings.gov>
Subject: Colorado Springs Fire Department fee schedule

COPY

Hello AIA leaders and staff,

I was asked by the local Fire Marshal if the AIA could review and then send a letter addressed to Fire Marshal Brett Lacey on their support or neutrality (hopefully not opposition) to changes in the fee structure for the plan review and inspection fees for new projects in the Colorado Springs Fire Department area. Unfortunately, they are under a major time crunch and are hoping we could respond formally, very quickly – maybe a day or two for members to read and respond and we can get a letter to CSFD by the end of the day on the 15th? I know that's crazy fast.

CSFD did an in-depth presentation to the Fire board of Appeals last Friday including the current fee structure, a full study on actual hours used for all the different project types, and then the final assessment of where the fees should be. Most of the fees went up a small percentage, and a number of them went down in order to maintain complete transparency. The only one that I had questioned during the Fire Board of Appeals meeting was the first category under Construction Plan Review that almost doubled in fees, however this was due to the previous fees being so under charged for the amount of time that these smaller A-1 project take to actually review, and that the number of these projects that come in are so seldom that they usually see plans done incorrectly. They also made the first 30 minutes of pre-submittal time free to go over questions for the design community, something that I've definitely taken advantage of. Our local building department charges \$50 for the first 30 minutes for this same service, so I do think they have all of our member's best interest at heart with this fee adjustment.

I don't know how quickly we can respond, but even a letter of neutrality would help the department move forward and ensure that they are no longer losing fees doing plan reviews and inspections. As an AIA member actively involved on the Fire Board who reviewed and approved the changes during that meeting, and as an AIA member actively submitting projects thru CSFD Fire Review, I am in favor of the changes that they are requesting.

Attached is a pdf of the current 2019 fees and the "proposed" fees for 2020. Please let me or Fire Marshall Lacey know if you have any questions. I've added his contact info below and copied him on this email as well to help with any needed correspondence.

Thanks!

Brett T. Lacey

Fire Marshal

Colorado Springs Fire Department

Office: 719.385.7355

Fax: 719.385.7388

brett.lacey@coloradosprings.gov

Christy Riggs, AIA

Owner / Architect

308 LLC

815 S. 25th St. #203

Colorado Springs, CO 80904

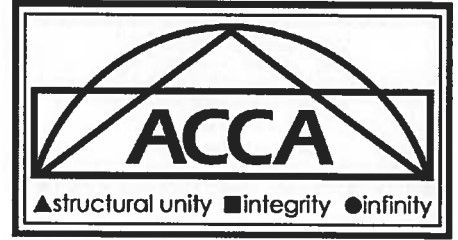
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www.308LLC.com

<https://www.facebook.com/308LLC>

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January 9, 2020

Mark Trudell
CSFD Construction Services
2880 International Circle
Colorado Springs, CO 80910

Deputy Fire Marshal Trudell,

Thank you for providing ACCA with the CSFD 2020 fee schedule for review. We appreciate the opportunity to sit down for a question and answer session to gain clarity on how the fee changes are backed by sound historical data.

Therefore, we would like to offer a letter of support and confirmation on the changes to the proposed fee schedule for 2020. In six months, we would like to suggest CSFD evaluate how these changes are trending in relationship to the El Paso County market at that time.

Sincerely,

A handwritten signature in cursive script that reads "James S. Howard".

Jim Howard
ACCA President



102 S. Tejon Street, Suite 430 | Colorado Springs, CO 80903 | P 719.471.8133 | F 719.471.9733 | www.cscedc.com

January 10, 2020

Captain Mark Trudell
Deputy Fire Marshal
Colorado Springs Fire Department
Division of the Fire Marshal / Construction Services
2880 International Circle, Suite 200-7
Colorado Springs, CO 80910-3148

RE: 2020 Proposed Construction Services Fee Schedule

Dear Captain Trudell:

On behalf of the Colorado Springs Chamber & EDC thank you for allowing us the opportunity to review and understand the changes in the Colorado Springs Fire Department proposed 2020 Construction Services Fee Schedule. After meeting with you to discuss the proposed changes and reviewing the new fee schedule we are in agreement that these proposed changes provide a balanced fee schedule that aligns appropriately with the various type, size, and complexity of facilities and/or buildings being constructed and redeveloped in our community.

We fully support approval of the 2020 Construction Services Fee Schedule.

Thank you for your commitment to protect and serve our community.

Sincerely,

A handwritten signature in black ink that reads "Tammy J. Fields".

Tammy J. Fields
Senior Vice President, Economic Development

/tjf



CITY OF COLORADO SPRINGS
FIRE BOARD OF APPEALS MEETING
PIKES PEAK REGIONAL BUILDING DEPARTMENT
2880 INTERNATIONAL CIRCLE
COLORADO SPRINGS, COLORADO 80910

January 10, 2020

Colorado Springs Fire Department
Deputy Fire Marshal Mark Trudell
2880 International Circle, Suite 200-7
Colorado Springs, Colorado 80910

Dear Deputy Fire Marshal Trudell:

Subject: Proposed Construction Services Fee Schedule

During today's Fire Board of Appeals meeting, board members were presented with a drafted Colorado Springs Fire Department Construction Services Fee Schedule estimated to go into effect on January 15, 2020. The board understands these fees will lead to the hiring of additional employees to meet current demands and ultimately, improve the turnaround time of plan reviews and inspections.

Members of Colorado Springs Fire Board of Appeals support the intent of the changes and voted in favor of the presented draft.

Sincerely,

Roger J. Wallace
Fire Board of Appeals Chair



**HOUSING & BUILDING
ASSOCIATION
OF COLORADO SPRINGS**

4565 Hilton Parkway Suite 100, Colorado Springs, CO 80907
Phone: 719-592-1800 • Fax 719-260-8398 • CSHBA.com

COPY

January 15, 2020

Deputy Fire Marshal Mark Trudell
Colorado Springs Fire Department
2880 International Circle
Colorado Springs, CO 80910

RE: 2020 CSFD Construction Services Fee Schedule

Dear Fire Marshal Trudell:

On behalf of the Housing & Building Association of Colorado Springs (CSHBA), we would like to thank you for giving us the opportunity to review and discuss the proposed 2020 Construction Services Fee Schedule.

Several members of the HBA have reviewed the updated fee schedule, and no major concerns were identified. We appreciate the department's efforts to reevaluate the costs for service to ensure that fees are applicable to the service levels received by the different types and sizes of projects that are submitted and constructed.

The HBA Board of Directors has formally taken action to support the proposed fee schedule as presented. Thank you again and we look forward to continuing our collaborative partnership with your department.

Please feel free to contact us with any questions or concerns.

Sincerely,

Renee Zentz
Chief Executive Officer

Housing and Building Association of Colorado Springs

