

# **BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS**

## **MONDAY, APRIL 11, 2016**

9:00 a.m. – Lecompton Election Canvass

## **WEDNESDAY, APRIL 13, 2016**

4:00 p.m.

### **CONSENT AGENDA**

- (1) (a) Consider approval of Commission Orders;
  - (b) Authorization to purchase precast concrete culvert Project No. 2015-52; Structure No. 02.07N-10.00E (Keith Browning);
  - (c) Consider approval of a Joint City/County resolution amending Joint Resolution No. 1957 and repealing Joint Resolution (County Resolution No. 10-6 and City Resolution No. 6867) making miscellaneous changes to the duties of the Lawrence-Douglas County Health Board (Dan Partridge);
  - (d) Consider approval of KDOT Agreement No. 129-16 Master Agreement for Federal Fund Exchange Program (Keith Browning); and
  - (e) Consider approval of petition to annex road rights-of-way into City of Eudora (Keith Browning).

### **REGULAR AGENDA**

- (2) Consider request for Sheriff to enter into a contract with Advanced Correctional Healthcare (Ken McGovern/Gary Bunting)
- (3) Receiving the Austin Peters Report on Building Codes and Inspections (Sarah Plinsky)
- (4) (a) Consider approval of Accounts Payable (if necessary)
  - (b) Appointments
    - Board of Construction Codes Appeals (1) position 12/15
    - Heritage Conservation Council (2) positions 05/16
    - Community Corrections Board (2) positions 01/16 and 05/16
    - Planning Commission (2) positions 05/16
  - (c) Public Comment
  - (d) Miscellaneous
- (5) Adjourn

## **WEDNESDAY, APRIL 20, 2016**

-Proclamation for "National Preservation Month" (Jan Shupert-Arick)

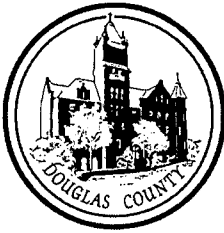
## **WEDNESDAY, APRIL 27, 2016**

-Proclamation declaring May as "Bike Month" – Ashley Myers

## **WEDNESDAY, JUNE 8 - light**

## **WEDNESDAY, JUNE 15 - light**

*Note: The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:00 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*



## DOUGLAS COUNTY PUBLIC WORKS

3755 E. 25<sup>th</sup> Street  
Lawrence, KS 66046  
(785) 832-5293 Fax (785) 842-1201  
dgcopubw@douglascountyks.org  
www.douglascountyks.org

**Keith A. Browning, P.E.**  
Director of Public Works/County Engineer

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### MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer *KAB*

Date : April 4, 2016

Re : Consent Agenda authorization to purchase precast concrete culvert  
Project No. 2015-52; Structure No. 02.07N-10.00E

The referenced culvert is on E 1000 Road approximately 0.7 miles north of N 200 Road. The existing culvert is a 10'-span concrete slab structure with a 19'-roadway width. The culvert needs replacing due to narrow roadway width and structural deterioration.

At this location, we plan to construct a 12'-span x 8'-high reinforced concrete box culvert that will allow for a future 24'-wide roadway width. This department's bridge crew will construct the project. Construction is currently planned for 2016.

We received three quotes for supply of the box structure. Pretech Precast Concrete Technologies submitted the low price quote of \$34,732.00. The CIP includes \$150,000 for this project.

Action Required: Consent Agenda authorization for the Public Works Director to approve purchase of a 12'-span x 8'-high x 38'-long precast concrete box culvert from Pretech Precast Concrete Technologies at a total cost of \$34,732.00 for installation at 02.07N-10.00E.

**From:** Dan Partridge [dpartridge@ldchealth.org]  
**Sent:** Wednesday, April 06, 2016 2:05 PM  
**To:** tmarkus@lawrenceks.org; AD - Weinaug, Craig  
**Cc:** AD - Crabtree, Robin; Colleen Hill  
**Subject:** Joint resolution for Health Board  
**Attachments:** 16-02-15 CITY RESOLUTION.doc

Dear Craig and Tom,

Following up on my recent meetings with each of you I am attaching a revised joint resolution and ask that you take it to your respective Commissions for approval.

These revisions accomplish two objectives:

- 1) Consolidate the resolution into one document. The current 2010 resolution is the 5<sup>th</sup> amendment to the original 1951 resolution and the attached resolution brings all of the language into one resolution that stands alone without the need to refer back to earlier resolutions.
- 2) Change the language in Section III-3 to eliminate the requirement that the Health Board Treasurer sign all warrants for expenses and include language that allows the Health Board to set policy and procedure to maintain control of funds. This language bring our current practices into conformance with the resolution

We have worked with Brad Finkeldei our legal counsel to prepare this resolution and the Health Board reviewed and accepted these changes at their March 21 Board meeting. I feel the changes are procedural in nature and can be addressed through a consent agenda action. However, should you desire to have me present to your Commission please let me know.

Thank you for your support!

Dan Partridge

Director

PHAB small2



HEALTHIER TOGETHER

Together, day by day, building a healthy community

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**CITY RESOLUTION NO. \_\_\_\_**

**COUNTY RESOLUTION NO. \_\_\_\_**

A JOINT RESOLUTION OF THE CITY OF LAWRENCE, KANSAS AND THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS; AMENDING JOINT RESOLUTION NO. 1957 AND REPEALING JOINT RESOLUTION (COUNTY RESOLUTION NO. 10-6 AND CITY RESOLUTION NO. 6878), MAKING MISCELLANEOUS CHANGES

WHEREAS, in 1951 the governing bodies of Douglas County, Kansas and the City of Lawrence, Kansas adopted Joint Resolution no. 1957, establishing a joint health board, known as the Lawrence-Douglas County Health Board;

WHEREAS, in 2010 the governing bodies of Douglas County, Kansas and the City of Lawrence, Kansas adopted a Joint Resolution (County Resolution No. 10-6 and City Resolution No. 6878), amending the number of make-up and duties of the Lawrence-Douglas County Health Board;

WHEREAS, the governing bodies of Douglas County, Kansas and the City of Lawrence, Kansas desire to further amend the number and make-up and duties of the Lawrence-Douglas County Health Board as provided in this Resolution;

WHEREAS, this Resolution is meant to amend and restate Joint Resolution No. 1957 and all subsequent amendments so that this Resolution supersedes all previous Resolutions.

NOW, THEREFORE, BE IT JOINTLY RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS; AND THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS AS FOLLOWS:

SECTION ONE. RECITALS. The above recitals are incorporated by reference as if fully set forth herein and shall be as effective as it repeated verbatim.

SECTION TWO. HEALTH BOARD ESTABLISHMENT. From and after the effective date of this Resolution, Section II of Joint Resolution No. 1957, shall be read as follows: That a joint Board of Health for the City of Lawrence, and Douglas County, Kansas, is hereby established and created to be known as the, Lawrence-Douglas County Health Board, upon the following terms and conditions.

SECTION THREE. HEALTH BOARD MAKE-UP. From and after the effective date of this Resolution, Section II of Joint Resolution No. 1957, as most recently amended by Section 1 of Joint Resolution (County Resolution No. 10-6 and City Resolution No. 6878), shall read as follows:

SECTION II

The joint Lawrence-Douglas County Health Board (referred to in Joint Resolution No. 1957, and all subsequent amendments, as The Board” and in this Resolution as the “Health Board” both of which are one in the same) shall consist of seven voting members and *ex officio* members as follows:

1. The governing body of Douglas County, Kansas shall appoint three voting members, the governing body of the City of Lawrence, Kansas, shall appoint three voting members, and the two governing bodies shall jointly appoint one voting member.
2. The Chancellor of the University of Kansas shall appoint one nonvoting member.
3. The Director of the Lawrence-Douglas County Health Department (the “Health Department”) shall serve as Secretary of the Health Board and shall be an *ex-officio* member of the Health Board, without voting powers.
4. The voting members of the Health Board may appoint additional non-voting members of the Health Board, with such experience and background as the Health Board determines appropriate to provide helpful and desirable input and guidance to the Health Board. The Health board shall set the initial terms of non-voting members appointed pursuant to this paragraph so as to stagger the expiration of their initial terms.
5. Four voting members of the Health Board shall constitute a quorum.
6. Members of the Health Board shall have a term of office of three years, and any vacancy on the Health Board shall be filled by appointment of the same body that appointed the vacated member.
7. No appointed voting member of the Health Board may serve more than two consecutive three-year terms.

SECTION FOUR. DUTIES OF THE HEALTH BOARD. From and after the effective date of this Resolution, Section III of Joint Resolution No. 1957, as most recently amended by County Resolution No. 10-6 and City Resolution No. 6878, shall read as follows:

### SECTION III

In addition to other duties and obligations imposed by law or other joint resolution of the governing bodies of Douglas County, Kansas and the City of Lawrence, Kansas, the Health Board shall comply with the following:

1. The Health Board shall conduct regular monthly meetings and may conduct additional special meetings called and held in accordance with its membership as follows: Chair, Vice-Chair, and Treasurer, who shall each hold office for one year.
2. The Health Board shall annually adopt and forward to the governing bodies of Douglas County, Kansas and the City of Lawrence, Kansas the Health Board’s budget recommendations, with the budget

recommendations being timely submitted according to dates and deadlines that the two governing bodies shall periodically provide the Health Board. The Health Board shall annually review the personnel policies established for the Health Department. The Treasurer shall receive and pay out all the monies allocated to the Health Board for public health by the two governing bodies. The Treasurer shall give bond to be approved by the two governing bodies for the safe-keeping and due disbursements of all funds that may come into the Treasurer's hands by virtue of said office.

3. Responsibility for the approval of warrants for expenses of the Health Board for public health shall rest with the Health Board. The Treasurer of the Health Board shall receive and pay out all monies under the control of said Health Board based upon procedures and policies approved by the Health Board.
4. The Health Board shall retain a Public Health Officer to serve as a consultant to the Director of the Health Department on programs and related medical and professional matters, and as authorized by applicable state law, local resolution and ordinances. The Public Health Officer shall have all education, qualifications, and licenses required by state law. When a vacancy occurs in the position of Public Health Officer, the Director of the Health Department, subject to the Health Board's approval, shall hire a new Public Health Officer. The Public Health Officer shall have all education, qualifications, and licenses required by state law.
5. The Director of the Health Department shall be responsible for filling all other vacancies on the Health Department staff.
6. The Health Board shall be the governing body of the Health Department. The Health Board shall formulate and establish policies for operation of the Health Department, and shall review these policies annually. The Director of the Health Department shall be responsible for administration of the policies established by the Health Board.

SECTION FIVE. REPEAL. Sections 2 through 4 of Joint Resolution (County Resolution No. 10-6 and City Resolution No. 6878) and all other joint resolutions inconsistent with this Resolution are repealed.

SECTION SIX. SEVERABILITY. If any section, clause, sentence, or phrase of this Joint Resolution is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this Joint Resolution.

SECTION SEVEN. EFFECTIVE DATE. This Resolution shall be in full force and effect upon its adoption by the governing bodies of Douglas County, Kansas and the City of Lawrence, Kansas.

Adopted by the governing body of the City of Lawrence, Kansas this \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Director of Legal Services

Adopted by the Board of County Commissioners of Douglas County, Kansas this  
\_\_\_ day of \_\_\_\_\_, 2016.

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

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Chair

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Commissioner

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Commissioner

ATTEST:

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County Clerk

CITY RESOLUTION NO. \_\_\_\_

COUNTY RESOLUTION NO. \_\_\_\_

**A JOINT RESOLUTION OF THE CITY OF LAWRENCE, KANSAS AND THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS, PERTAINING TO THE LAWRENCE-DOUGLAS COUNTY HEALTH BOARD, AND REPEALING JOINT RESOLUTION NO. 1957, JOINT CITY RESOLUTION NO. 4957 AND COUNTY RESOLUTION NO. 86-26, AND JOINT CITY RESOLUTION NO. 6878 AND COUNTY RESOLUTION NO. 10-6.**

**WHEREAS**, in 1951, by adoption of Joint Resolution No. 1957 ("the 1951 Joint Resolution"), the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, created a joint health board, known as the Lawrence-Douglas County Health Board;

**WHEREAS**, in 1969, 1971, and 1984, the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, jointly amended various provisions of the 1951 Joint Resolution;

**WHEREAS**, in 1986, by adoption of Joint City Resolution No. 4957 and County Resolution No. 86-26 ("the 1986 Joint Resolution"), the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, established new rules governing the Lawrence-Douglas County Health Board and repealed the 1951 Joint Resolution and all amendments thereto;

**WHEREAS**, in 2010, by adoption of Joint City Resolution No. 6878 and County Resolution No. 10-6 ("the 2010 Joint Resolution"), the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, established new rules governing the Lawrence-Douglas County Health Board and repealed the 1986 Joint Resolution; and

**WHEREAS**, the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, seek to establish new rules governing the Lawrence-Douglas County Health Board as set forth in this joint resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS, AND BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS:**

**SECTION 1.** The above-stated recitals are incorporated herein by reference and shall be as effective as if repeated verbatim.

**SECTION 2.** The Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, pursuant to K.S.A. 60-205, as amended, hereby create and establish a joint board of health, known as the Lawrence-Douglas County Health Board, subject to the following terms and conditions:

**1. MEMBERSHIP; QUORUM; TERMS; AND TERM LIMITS**

- (a) The Lawrence-Douglas County Health Board ("Board") shall consist of seven (7) voting members and an indefinite number of non-voting members as follows:
  - (i) The Governing Body of the City of Lawrence, Kansas, shall appoint to the Board three (3) voting members; the Governing Body of Douglas County, Kansas shall appoint to the Board three (3) voting members; and the Governing Body of the City of Lawrence, Kansas, the Governing Body of Douglas County, Kansas, shall jointly appoint to the Board one (1) voting member.
  - (ii) The Chancellor of the University of Kansas shall appoint to the Board one (1) non-voting member.
  - (iii) The Director of the Lawrence-Douglas County Health Department (the "Health Department") shall serve as Secretary of the Board and shall be a non-voting member of the Board.
  - (iv) The voting members of the Board may appoint to the Board additional non-voting members, who shall possess such experience and background as the Board shall determine appropriate to provide helpful and desirable input and guidance to the Board. The Board shall establish initial terms for non-voting members appointed pursuant to this paragraph, so as to stagger the expiration of their terms.
- (b) Four voting members of the Board shall constitute a quorum.
- (c) Members of the Board shall have a term of office of three (3) years. Any vacancy on the Board shall be filled by appointment by the same Governing Body which appointed the person formally filling the vacated position.
- (d) No appointed voting member of the Board may serve more than two (2) consecutive three-year terms. The foregoing limitation shall only apply to full three-year terms and not to partial terms.

**2. BY-LAWS**

The Board shall adopt bylaws governing the procedures to be used by the Board. The bylaws shall establish specific duties and responsibilities of the Chair, the time and place for meetings, rules of order, and other rules governing procedures and operations of the Board, including procedures for amending the bylaws.

**3. MINUTES**

The Board shall prepare and approve minutes of its meetings and shall forward the same to the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas.

**4. OPEN MEETINGS**

All meetings of the Board shall be held in compliance with the Kansas Open Meetings Act, K.S.A. 75-4317 *et seq.*, and amendments thereto.

**5. DUTIES OF THE BOARD.**

In addition to those duties and obligations imposed by law or by joint resolution of the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, the Board shall have the following purpose and duties:

- (a) In accordance with its bylaws, the Board shall conduct regular monthly meetings and may also, according to its bylaws, conduct special meetings. The Board shall annually elect its officers from its voting membership as follows: Chair, Vice-Chair, and Treasurer, who shall each hold office for one year.
- (b) The Board shall annually adopt and forward to the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, the Board's budget recommendations. The Board's budget recommendations shall be timely submitted to the Governing Bodies according to a schedule to be established by the Governing Bodies.
- (c) The Board's Treasurer shall receive and pay out all the monies allocated to the Board for public health by the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas. The Treasurer shall give sufficient bond, to be approved by each of the Governing Bodies, for the safe-keeping and due disbursements of all funds that may come into the Treasurer's hands by virtue of his or her office
- (d) Responsibility for the approval of warrants for expenses of the Board for public health shall rest with the Board. The Treasurer of the Board shall receive and pay out all monies under the control of said Board based upon procedures and policies approved by the Board. Each month the Board shall submit to the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas a statement of income and expenditures by the Board for the previous month.
- (e) The Board shall retain a Public Health Officer to serve as a consultant to the Director of the Health Department on programs and related medical and professional matters, and as authorized by applicable state law, local resolution, and ordinances. The Public Health Officer shall have all education, qualifications, and licenses required by state law. When a vacancy occurs in the position of Public Health Officer, the Director of the Health Department, subject to the Board's approval, shall hire a new Public Health Officer. The Public Health Officer shall have all education, qualifications, and licenses required by state law.
- (f) The Board shall be the Governing Body of the Health Department. The Board shall formulate and establish policies for operation of the Health Department, and shall review these policies annually. The Director of the Health Department shall be responsible for administration of the policies established by the Board.
- (g) The Board shall appoint the Director of the Health Department, who shall serve at the pleasure of the Board and shall be responsible for the day-to-day operations of the Health Department. The Director of the Health Department also shall be responsible for administration of the policies established by the Board. The Director of the Health Department further shall have the authority to hire and fire staff and shall be responsible for filling all vacancies, other than the Public Health Officer, on the Health Department staff.

- (h) The Board shall annually review personnel policies established for the Health Department.

**SECTION 3.** Joint Resolution No. 1957 (1951 Joint Resolution), and amendments thereto, Joint City Resolution No. 4957 and County Resolution No. 86-26 (the 1986 Joint Resolution), and Joint City Resolution No. 6878 and County Resolution No. 10-6 (the 2010 Joint Resolution), are, to the extent that they have not previously been repealed, hereby repealed in their entirety, it being the intent of the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas, that the terms of this joint resolution replace and supersede the aforesaid joint resolutions and all amendments thereto.

**SECTION 4.** If any section, sentence, clause, or phrase of this joint resolution is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

**SECTION 5.** This joint resolution shall take effect and be in full force and effect immediately following its adoption by the Governing Bodies of the City of Lawrence, Kansas, and Douglas County, Kansas.

**ADOPTED** by the Governing Body of the City of Lawrence, Kansas, this \_\_\_\_ day of April, 2016.

**APPROVED:**

\_\_\_\_\_  
Mike Amyx  
Mayor

**ATTEST:**

\_\_\_\_\_  
Brandon McGuire  
Acting City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Toni R. Wheeler  
City Attorney

**ADOPTED** by the Board of County Commissioners of Douglas County, Kansas, this \_\_\_\_ day of April, 2016.

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Jim Flory  
Chair

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Mike Gaughan  
Commissioner

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Nancy Thellman  
Commissioner

**ATTEST:**

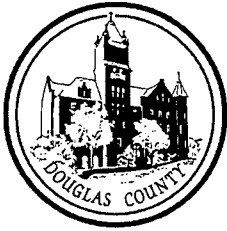
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Jameson D. Shew  
County Clerk

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**NOTICE TO PUBLISHER**

Publish once and return one Proof of Publication to the City Clerk, one to the City Attorney, and one to the County Clerk.



## DOUGLAS COUNTY PUBLIC WORKS

3755 E. 25<sup>th</sup> Street  
Lawrence, KS 66046  
(785) 832-5293 Fax (785) 842-1201  
dgcopubw@douglascountyks.org  
www.douglascountyks.org

**Keith A. Browning, P.E.**  
Director of Public Works/County Engineer

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### MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer *KAB*

Date : April 8, 2016

Re : Consent Agenda approval of KDOT Agreement No. 129-16  
Master Agreement for Federal Fund Exchange Program

You will recall the BoCC has previously signed agreements with KDOT for each federal funds exchange request. KDOT has developed the attached Master Agreement. Once fully executed, the Master Agreement will be valid for the duration of the Federal Fund Exchange Program.

A fully executed Master Agreement will allow us to simply submit a Request to Exchange Federal Funds form, along with required documentation, to receive state funds for exchanged federal funds. The exchange rate remains \$0.90 state funds per \$1.00 federal obligation authority.

Action Required: Consent Agenda approval of Agreement No. 129-16, Federal-Aid Fund Exchange Master Agreement with KDOT. The BoCC must sign two (2) original copies of the agreement.

FUND EXCHANGE MASTER  
DOUGLAS COUNTY, KANSAS

**FEDERAL-AID  
FUND EXCHANGE  
MASTER AGREEMENT**

This MASTER AGREEMENT is between **MICHAEL S. KING, Secretary of Transportation**, Kansas Department of Transportation (KDOT) (the “Secretary”) and **DOUGLAS COUNTY, KANSAS** (the “County”), **collectively**, the “Parties.”

**RECITALS:**

- A. The Secretary has authorized a Federal Fund Exchange Program under which local units of government may exchange some or all of the Federal Funds allotment by KDOT to the local unit in a specific federal fiscal year for State Funds allocated to the Secretary.
- B. The County desires to exchange all or a portion of the County’s annual allotment of Federal Funds for State Funds at the Exchange Rate or to bank all or a portion of its annual allotment, such amount to be used in the future for either a Federal-Aid Project or exchanged for State Funds at the Exchange Rate.
- C. The Secretary and the County are empowered by the laws of Kansas to enter into agreements incident to the financing, construction, and maintenance of county roads utilizing federal or state funds.
- D. The Parties have determined the Federal Fund Exchange Program would be most efficiently administered under this Master Agreement.

**NOW, THEREFORE**, the Parties agree as follows:

**ARTICLE I**

**DEFINITIONS:**

As used in this Agreement, the capitalized terms below have the following meanings:

- 1. **“Agreement”** means this written document, including all attachments and exhibits, evidencing the legally binding terms and conditions of the agreement between the Parties.
- 2. **“Banked Funds”** means the County’s annual allotment of Federal Funds which the County has decided to use in the future for either a Federal-Aid Project or to be exchanged for State Funds.
- 3. **“County”** means the Douglas County, Kansas.
- 4. **“Effective Date”** means the date this Agreement is signed by the Secretary or his designee.

5. **“Exchange Rate”** means the exchange of Federal Funds allotment for State Funds at a rate of ninety percent (90%) of State Funds for one hundred percent (100%) of local federal obligation authority for costs incurred pursuant to this Agreement, on a reimbursement basis.
6. **“Exchanged Funds”** means the funds from the County’s annual allotment of Federal Funds exchanged for State Funds at the Exchange Rate.
7. **“Exchanged Portion”** means a portion of funds from the County’s annual allotment of Federal Funds exchanged for State Funds.
8. **“Federal Funds”** means federal-aid transportation funds, including Surface Transportation Program funds, for use on state and local federal-aid transportation projects.
9. **“Fund Exchange Request”** means the attached form “Attachment A” which is submitted by the County to KDOT to request the exchange of Federal Funds for State Funds in any given year, and the terms of which are incorporated herein by reference.
10. **“KDOT”** means the Kansas Department of Transportation, an agency of the state of Kansas, with its principal place of business located at 700 SW Harrison Street, Topeka, KS, 66603-3745.
11. **“Parties”** means the Secretary and KDOT, individually and collectively, and the County.
12. **“Secretary”** means Michael S. King, in his official capacity as Secretary of Transportation of the state of Kansas, and his successors.
13. **“State Funds”** means State of Kansas transportation funds.

## ARTICLE II

### TERMS OF AGREEMENT:

1. **Secretary Authorization.** The Secretary is authorized by the County to take such steps as are deemed by the Secretary to be necessary or advisable for the purpose of securing the benefits of the current Federal-Aid Transportation Act for this exchange.
2. **Incorporation of Program Application.** The County will submit a Fund Exchange Request when it desires to exchange its Federal Funds. The Fund Exchange Request will be incorporated into and made a part of this Agreement for all purposes.
3. **Exchange of Funds.**
  - (a) When the County submits a Fund Exchange Request to use the Banked Funds for a Federal-Aid Project, the Secretary will apply one hundred percent (100%) of the requested amount to said project, up to the amount indicated on the Fund Exchange Request.

- (b) When the County submits a Fund Exchange Request, to use the Exchanged or Banked Funds pursuant to the Federal Fund Exchange Program, the following terms will apply to the exchange:
  - (i) The County authorizes the Secretary to retain and use the Exchanged Portion of the County's annual allotment of Federal Funds for the federal fiscal year indicated in the Fund Exchange Request in exchange for State Funds at the Exchange Rate.
  - (ii) The Secretary shall reimburse the County, with State Funds, for one hundred percent (100%) of costs incurred pursuant to this Agreement, up to ninety percent (90%) of the amount of funds as indicated on the Fund Exchange Request. All costs incurred in excess of the fund exchange amount will be the sole responsibility of the County.
  - (iii) Any State Funds exchanged pursuant to this Agreement may be carried over in the next federal fiscal year by the County. Banking of Exchanged Funds is limited to three (3) consecutive fiscal years, unless written approval is obtained from the Secretary.
  - (iv) The County understands that the Secretary may use the retained Federal Funds exchanged by the County for any federally eligible purpose or project within the State.
  - (v) The Secretary will make partial payments to the County for amounts not less than \$1,000 and no more frequently than monthly. Such payments will be made after receipt of proper billing showing costs paid by the County and any reimbursement form required by KDOT.

4. **Limitations on Use of State Funds.**

- (a) The County shall not deposit the exchanged State Funds into the operating budget for the County.
- (b) The County shall use the State Funds exchanged pursuant to this Agreement for:
  - (i) transportation projects, as approved by the Secretary, which are eligible under KDOT's Federal Fund Exchange Guidelines; and
  - (ii) for all phases of approved transportation project(s) including, but not limited to preliminary engineering, right of way acquisition, utility relocation, construction and inspection.
- (c) Upon completion of the transportation project, the County shall notify Secretary and allow the Secretary to participate in a final review of the project. Reviews by the Secretary are not done for the benefit of the County or its contractors, or agents, or other political subdivision, or the traveling public. The Secretary makes no representation, express or implied warranty to any person or entity concerning the adequacy or accuracy of the design plans, specifications, estimates, surveys, and any

necessary investigations or studies, including, but not limited to, environmental, hydraulic, and geological investigations or studies for the Project, or any other work performed by the County.

5. **Availability of State Funds.** The total dollars exchanged under this Agreement are contingent upon the availability of State Funds. If, in the judgment of the Secretary, sufficient State Funds are not appropriated to continue the function performed in this Agreement, the Secretary may terminate this Agreement without further notice. The Secretary will not be responsible to the County for any reduction in State Funds.
6. **Availability of Federal Funds.** The total dollars exchanged under this Agreement are also contingent upon the availability of Federal Funds. If, due to Congressional funding restrictions, sufficient Federal Funds have not been allocated to the County, the Secretary shall exchange funds in the amount available.
7. **Audit.** The County will participate and cooperate with the Secretary in an audit which will occur either annually or by project. The County shall make its records and books available to representatives of the Secretary for audit for a period of five (5) years after date of final payment under this Agreement. If any such audits reveal payments have been made with State Funds to the County for items considered non-participating, the County shall promptly reimburse Secretary for such items upon notification by Secretary.
8. **Compliance with Federal and State Laws.** The County shall comply with all applicable federal, state, and local laws, regulations, executive orders, and ordinances governing the projects undertaken pursuant to this Agreement.
9. **Legal Authority.** The County shall adopt all necessary ordinances and/or resolutions and take such administrative or legal steps as may be required to give full effect to the terms of this Agreement.
10. **Indemnification.** To the extent permitted by law, the County agrees to defend, indemnify, hold harmless, and save the Secretary and his or her authorized representatives from any and all costs, liabilities, expenses, suits, judgments, damages to persons or property or claims of any nature whatsoever arising out of or in connection with the provisions or performance of this Agreement by the County or the County's employees.

### ARTICLE III

#### GENERAL PROVISIONS:

1. **Civil Rights Act.** The "Special Attachment No. 1," pertaining to the implementation of the Civil Rights Act of 1964, is attached and made a part of this Agreement.
2. **Contractual Provisions.** The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

3. **Binding Agreement.** This Agreement and all contracts entered into under the provisions of this Agreement shall be binding upon the Secretary and the County and their successors in office.
4. **No Third Party Beneficiaries.** No third party beneficiaries are intended to be created by this Agreement, nor do the parties herein authorize anyone not a party to this Agreement to maintain a suit for damages pursuant to the terms or provisions of this Agreement.
5. **Headings.** The captions of the various articles and sections of this Agreement are for convenience and ease of reference only, and do not alter the terms and conditions of any part or parts of this Agreement.
6. **Effective Date.** This Agreement will become effective as of the date signed by the Secretary or his designee.

IN WITNESS WHEREOF the Parties have caused this Agreement to be signed by their duly authorized officers as of the Effective Date.

ATTEST:

DOUGLAS COUNTY, KANSAS

\_\_\_\_\_  
COUNTY CLERK (Date)

(SEAL)

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MEMBER

Kansas Department of Transportation  
Michael S. King, Secretary of Transportation

By: \_\_\_\_\_  
Jerome T. Younger, P.E. (Date)  
Deputy Secretary and  
State Transportation Engineer

(Example Fund Exchange Request)



**KANSAS DEPARTMENT OF TRANSPORTATION  
BUREAU OF LOCAL PROJECTS  
REQUEST TO EXCHANGE FEDERAL FUNDS UNDER THE FEDERAL-AID FUND  
EXCHANGE MASTER AGREEMENT**

Date: \_\_\_\_\_

County/City: \_\_\_\_\_

Federal Funds to Be Exchanged: \_\_\_\_\_

The Secretary of Transportation is hereby requested to make available to the city/county State Funds in exchange for the city's/county's allotment of Federal Funds in the amount stated above. The Exchange will be made under the Terms and Conditions as set forth in the city/county's Federal Fund Exchange Master Agreement previously executed between the city/county and the Secretary. This request shall be attached to and become a part of the city/county's Federal Funds Exchange Agreement.

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature\** *Date*

\_\_\_\_\_  
*Typed or Printed Name*

\_\_\_\_\_  
*Title*

*\*The representative signing this request must be authorized by law to bind the city/county to an agreement.*

## KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment  
To Contracts or Agreements Entered Into  
By the Secretary of Transportation of the State of Kansas

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto,  
REHABILITATION ACT OF 1973, and any amendments thereto,  
AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto,  
AGE DISCRIMINATION ACT OF 1975, and any amendments thereto,  
EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY  
POPULATIONS AND LOW INCOME POPULATIONS 1994, and any amendments thereto,  
49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

### NOTIFICATION

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 Stat. 252), §504 of the Rehabilitation Act of 1973 (87 Stat. 355) and the Americans with Disabilities Act of 1990 (42 USC 12101), the Age Discrimination Act of 1975 (42 USC 6101), the regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such Act, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following "Nondiscrimination Clauses".

### CLARIFICATION

Where the term "Consultant" appears in the following "Nondiscrimination Clauses", the term "Consultant" is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

### Nondiscrimination Clauses

During the performance of this contract, the Consultant, or the Consultant's assignees and successors in interest (hereinafter referred to as the "Consultant"), agrees as follows:

- 1) Compliance with regulations: The Consultant will comply with the regulations of the U.S. Department of Transportation relating to nondiscrimination in its federally-assisted programs and codified at Title 49, Code of Federal Regulations, Parts 21, 23 and 27, (hereinafter referred to as the "Regulations"). The Regulations are herein incorporated by reference and made a part of this contract.
- 2) Nondiscrimination: The Consultant, with regard to the work performed by the Consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including in the procurements of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) Solicitations for Subcontractors, including Procurements of Material and Equipment: In all solicitations, either competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract including procurements of materials and equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.

- 4) Information and Reports: The Consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary of the Transportation of the State of Kansas will be permitted access to the Consultant's books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.
- 5) Employment: The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or national origin.
- 6) Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the State of Kansas may determine to be appropriate, including, but not limited to,
  - (a) withholding of payments to the Consultant under the contract until the Consultant complies, and/or
  - (b) cancellation, termination or suspension of the contract, in whole or in part.
- 7) Disadvantaged Business Obligation
  - (a) Disadvantaged Business as defined in the Regulations shall have a level playing field to compete for contracts financed in whole or in part with federal funds under this contract.
  - (b) All necessary and reasonable steps shall be taken in accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.
  - (c) The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of Federally-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 8) Executive Order 12898
  - (a) To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation of the State of Kansas and use such information in complying with Executive Order 12898.
- 9) Incorporation of Provisions: The Consultant will include the provisions of paragraphs (1) through (8) in every subcontract, including procurements of materials and equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, however, that, in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into such litigation to protect the interests of the State.

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.  
  
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.  
  
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.



## DOUGLAS COUNTY PUBLIC WORKS

3755 East 25<sup>th</sup> Street  
Lawrence, KS 66046  
(785) 832-5293 Fax (785) 842-1201  
dgcopubw@douglas-county.com  
www.douglas-county.com

**Keith A. Browning, P.E.**  
Director of Public Works/County Engineer

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### MEMORANDUM

TO : Board of County Commissioners

FROM : Keith A. Browning, P.E., Director of Public Works  
Michael D. Kelly, P.S., County Surveyor

DATE : April 8, 2016

RE : Petition for Annexation – Road Rights-of-Way – City of Eudora

The City of Eudora has grown over the past few years by annexing subdivisions as they have been developed yet public rights-of-way of existing county and township roads have not been annexed along with the subdivisions. The practice of excluding existing road rights-of-way has proven problematic... especially when city law enforcement has attempted to give traffic citations outside the city limits that are perceived to be within the city. Lack of annexation is also a factor in determining maintenance jurisdiction issues.

To that end the city has prepared descriptions and a petition that would initiate the annexation process for various locations around the city. Please see the attached petition and location documents.

We have reviewed the proposed annexation locations and approve the petition for your signature believing this to be the proper course of action.

**ACTION REQUIRED:** Consent agenda approval of the attached petition for annexation.

2121 Moodie Road  
Lawrence, Kansas 66046  
(785) 856-9600 Office

PETITION AND CONSENT FOR  
ANNEXATION INTO THE  
CITY OF EUDORA, KANSAS

cfse.com

To: The Governing Body of the City of Eudora, Kansas

Other Offices:  
Topeka, Kansas  
Kansas City, Kansas  
Kansas City, Missouri  
Branson, Missouri  
Springfield, Missouri  
Jefferson City, Missouri

The undersigned owners of record of the following described tract of real property hereby petition the Governing Body of the City of Eudora, Kansas ("the City"), to annex such land to the City pursuant to the laws of the State of Kansas. The land to be annexed is legally described in Attachment A, which is attached to this petition and incorporated by reference as is fully set forth herein.

Such land lies upon or touches the City of Eudora, Kansas boundary line.

Name of County Official: Jim Flory, County Commission Chairman

County Address: Douglas County, 1100 Massachusetts, Lawrence, Kansas 66044

Kenneth M. Blair, P.E.  
Chairman

County Signature: \_\_\_\_\_

Robert S. Chambers, P.E.  
President-Treasurer

Sabin A. Yañez, P.E.  
Senior Vice President-Secretary

THE STATE OF \_\_\_\_\_)  
THE COUNTY OF \_\_\_\_\_)

Kevin K. Holland, P.E.  
Vice President

The foregoing petition and consent to annexation was acknowledged before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Daniel W. Holloway, P.E.  
Vice President

Charles C. LePage, P.E.  
Vice President

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal  
on the day and year last above written.

Lance W. Scott, P.E.  
Vice President

Notary Public: \_\_\_\_\_ Date: \_\_\_\_\_

Associates:

Aaron Gaspers, P.E.  
Mike Morrissey, P.E.  
Gene Petersen, P.E.  
Todd Polk, P.E.  
William Stafford, P.E.  
Richard Walker, P.E.  
Lucas Williams, P.E.

My Appointment Expires: \_\_\_\_\_

**CITY OF EUDORA  
EAST 7<sup>TH</sup> STREET RIGHT OF WAY  
ANNEXATION DESCRIPTION**

Project 15-5095  
August 17, 2015

A part of the Southwest Quarter of Section 4, Township 13 South, Range 21 East of the 6<sup>th</sup> P.M., in Douglas County, Kansas described as follows:

Commencing at the Southwest corner of the Northwest Quarter of said Southwest Quarter; thence on an assumed bearing of North 00 degrees 00 minutes 00 seconds East on the West line of said Southwest Quarter a distance of 166.31 feet to the point of beginning; thence continuing North 00 degrees 00 minutes 00 seconds East on said West line a distance of 102.97 feet; thence South 89 degrees 37 minutes 30 seconds East a distance of 115.30 feet; thence North 75 degrees 58 minutes 57 seconds East a distance of 106.13 feet; thence South 70 degrees 07 minutes 15 seconds East a distance of 128.55 feet; thence South 37 degrees 09 minutes 50 seconds East a distance of 120.06 feet; thence South 68 degrees 25 minutes 53 seconds East a distance of 266.65 feet to the East line of the West half of the Northwest Quarter of said Southwest Quarter; thence South 00 degrees 00 minutes 00 seconds East on said East line a distance of 25.00 feet to a point 30 feet North of the Southeast corner of the Northwest Quarter of said Southwest Quarter; thence North 89 degrees 50 minutes 30 seconds East parallel with and 30.00 feet North of the South line of the Northeast Quarter of said Southeast Quarter a distance of 1170.51 feet; thence South 00 degrees 09 minutes 07 seconds East a distance 30.00 feet to the South line of said Northeast Quarter of the Southeast Quarter; thence South 89 degrees 50 minutes 30 seconds West on said South line a distance of 1013.58 feet; thence South 00 degrees 09 minutes 30 seconds East a distance of 25.00 feet; thence South 89 degrees 50 minutes 30 seconds West a distance of 156.99 feet to West line of the Southeast Quarter of said Southwest Quarter; thence South 00 degrees 00 minutes 00 seconds East on said West line a distance of 13.00 feet; thence South 89 degrees 50 minutes 30 seconds West a distance of 193.50 feet; thence North 56 degrees 37 minutes 30 seconds West a distance of 154.61 feet; thence South 75 degrees 30 minutes 00 seconds West a distance of 69.98 feet; thence North 87 degrees 30 minutes 00 seconds West a distance of 181.80 feet; thence North 34 degrees 30 minutes 00 seconds West a distance of 154.79 feet to the point of beginning.

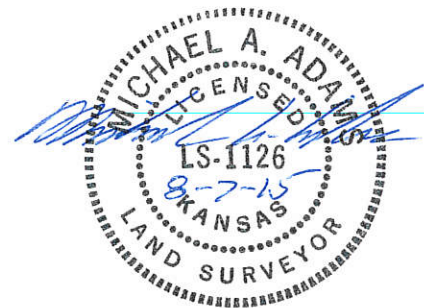


**CITY OF EUDORA**  
**EAST 10<sup>TH</sup> STREET AT ASH STREET TO PEACH STREET**  
**ANNEXATION DESCRIPTION**

Project 15-5095  
August 7, 2015

A part of the Southwest Quarter of Section 4, and the Northwest Quarter of Section 9, all in Township 13 South, Range 21 East of the 6<sup>th</sup> P.M., in Douglas County, Kansas described as follows:

Beginning at a point on the West line of the Northwest Quarter of said Section 9 at the intersection with the North right of way line of East 10<sup>th</sup> Street, formerly K-10 Highway; thence on said North right of way line on a curve to the left having a radius of 4237.30 feet, a chord which bears North 84 degrees 39 minutes 27 seconds East a distance of 487.98 feet, an arc distance of 488.25 feet; thence continuing on said North right of way line, North 81 degrees 21 minutes 23 seconds East a distance of 273.82 feet; thence on a curve to the right having a radius of 5431.56 feet, a chord which bears North 85 degrees 38 minutes 23 seconds East a distance of 811.35 feet, an arc distance of 812.11 feet; thence continuing on said North right of way line, North 89 degrees 55 minutes 23 seconds East a distance of 1085.70 feet more or less to the East line of the Southeast Quarter of said Section 4; thence South on said East line a distance of 60.00 feet to the Southeast corner of said Southwest Quarter; thence continuing South on the East line of the Northwest Quarter of said Section 9 a distance of 60.00 feet to the South right of way line of said 10<sup>th</sup> Street a.k.a. Old K-10 Highway; thence on said South right of way line, South 89 degrees 55 minutes 23 seconds West a distance of 1061.00 feet; thence continuing on said South right of way line, South 00 degrees 04 minutes 37 seconds East a distance of 15.00 feet; thence continuing on said South right of way line, South 89 degrees 55 minutes 23 seconds West a distance of 24.72 feet; thence continuing on said South right of way line, on a curve to the left having a radius of 5296.56 feet, a chord which bears South 85 degrees 38 minutes 23 seconds West a distance of 791.19 feet, an arc distance of 791.92 feet; thence continuing on said South right of way line, South 81 degrees 21 minutes 23 seconds West a distance of 273.82 feet; thence continuing on said South right of way line, on a curve to the right having a radius of 4372.30 feet, a chord which bears South 84 degrees 41 minutes 21 seconds West a distance of 508.33 feet, an arc distance of 508.62 feet to the West line of the Northwest Quarter of said Section 9; thence North on said Section line a distance of 135.08 feet to the point of beginning.



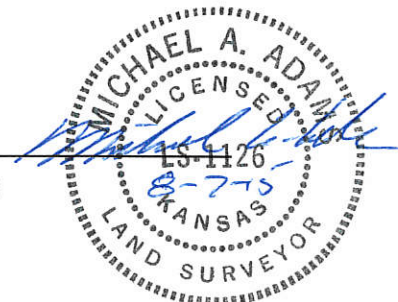
**CITY OF EUDORA  
WEST 10<sup>TH</sup> STREET AT WINCHESTER ROAD RIGHT OF WAY  
ANNEXATION DESCRIPTION**

Project 15-5095

August 7, 2015

A part of the Southwest Quarter of Section 5, the Southeast Quarter of Section 6, the Northeast Quarter of Section 7, and the Northwest Quarter of Section 8, all in Township 13 South, Range 21 East of the 6<sup>th</sup> P.M., in Douglas County, Kansas described as follows:

Commencing at the Southeast corner of said Section 6; thence South 88 degrees 04 minutes 46 seconds West on the South line of the Southeast Quarter of said Section 6 a distance of 150.00 feet to the point of beginning; thence North 01 degrees 55 minutes 14 seconds West a distance of 60.79 feet; thence North 88 degrees 00 minutes 05 seconds East a distance of 150.49 feet to the East line of the Southeast Quarter of said Section 6; thence North 87 degrees 59 minutes 26 seconds East a distance of 854.20 feet; thence on a curve to the right having a radius of 1970.08 feet, a chord which bears South 85 degrees 21 minutes 56 seconds East a distance of 455.87 feet, an arc distance of 456.90 feet to the East line of the Southwest Quarter of the Southwest Quarter of said Section 5; thence South 01 degrees 33 minutes 27 seconds East on said East line a distance of 133.80 feet; thence North 78 degrees 14 minutes 50 seconds West a distance of 15.99 feet; thence on a curve to the left having a radius of 1840.08 feet, a chord which bears North 85 degrees 08 minutes 03 seconds West a distance of 440.54 feet, an arc distance of 441.60 feet; thence South 87 degrees 59 minutes 26 seconds West a distance of 507.20 feet; thence North 02 degrees 00 minutes 34 seconds West a distance of 10.00 feet; thence South 87 degrees 59 minutes 26 seconds West a distance of 257.17 feet; thence South 03 degrees 44 minutes 17 seconds West a distance of 440.17 feet to the Northwest corner of Lot 77 in Hunters Ridge Addition to the City of Eudora; thence South 88 degrees 13 minutes 43 seconds West a distance of 50.00 feet to the West line of the Northwest Quarter of said Section 8; thence South 01 degrees 27 minutes 20 seconds East on said West line a distance of 940.72 feet; thence South 88 degrees 03 minutes 21 seconds West a distance of 38.26 feet; thence North 01 degrees 42 minutes 15 seconds West a distance of 208.69 feet; thence South 88 degrees 01 minutes 41 seconds West a distance of 15.00 feet; thence North 01 degrees 42 minutes 15 seconds West a distance of 312.64 feet; thence North 07 degrees 24 minutes 53 seconds West a distance of 50.25 feet; thence North 01 degrees 42 minutes 15 seconds West a distance of 151.69 feet; thence on a curve to the right having a radius of 2914.79 feet, a chord which bears North 00 degrees 37 minutes 44 seconds East a distance of 237.29 feet, an arc distance of 237.35 feet; thence North 02 degrees 57 minutes 42 seconds East a distance of 65.02 feet; thence South 87 degrees 02 minutes 18 seconds East a distance of 17.81 feet; thence North 01 degrees 27 minutes 20 seconds West a distance of 355.08 feet; thence South 87 degrees 59 minutes 26 seconds West a distance of 119.52 feet; thence North 01 degrees 55 minutes 14 seconds West a distance of 59.24 feet to the point of beginning.



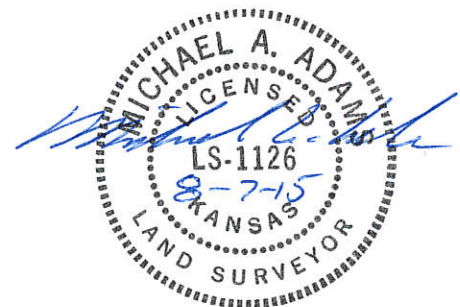
**CITY OF EUDORA  
CHURCH STREET AND 20TH STREET RIGHT OF WAY  
ANNEXATION DESCRIPTION**

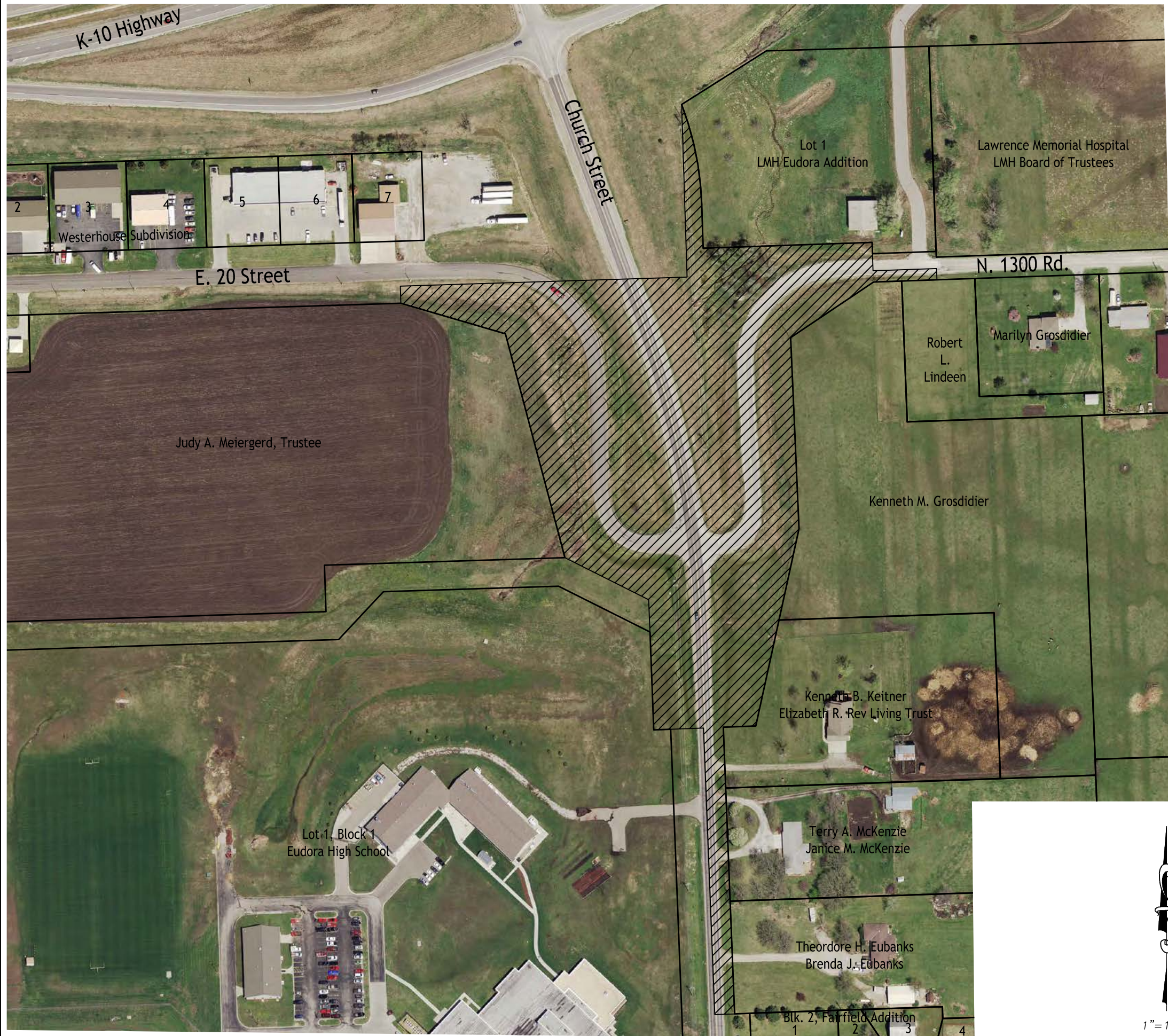
Project 15-5095

August 7, 2015

A part of the Northwest Quarter of Section 16, the Northeast Quarter of Section 17, and the Southwest Quarter of Section 9, all in Township 13 South, Range 21 East of the 6<sup>th</sup> P.M., in Douglas County, Kansas described as follows:

Beginning at the Southwest corner of the Southwest Quarter of said Section 9; thence North 01 degrees 48 minutes 25 seconds West on the West line of said Southwest Quarter a distance of 305.00 feet; thence Southeasterly on a curve to the right having a radius of 550.87 feet, a chord which bears South 11 degrees 18 minutes 16 seconds East a distance of 181.80 feet, an arc distance of 182.64 feet; thence South 01 degrees 48 minutes 25 seconds East a distance of 75.60 feet; thence North 88 degrees 00 minutes 33 seconds East a distance of 298.35 feet; thence South 01 degrees 59 minutes 27 seconds East a distance of 50.00 feet to the South line of said Southwest Quarter; thence North 88 degrees 00 minutes 33 seconds East on said South line a distance of 112.22 feet; thence South 01 degrees 59 minutes 27 seconds East a distance of 20.00 feet; thence South 88 degrees 00 minutes 33 seconds West a distance of 112.23 feet; thence South 56 degrees 07 minutes 06 seconds West a distance of 176.10 feet; thence South 02 degrees 29 minutes 23 seconds East a distance of 337.70 feet; thence South 12 degrees 23 minutes 49 seconds West a distance of 356.60 feet; thence South 87 degrees 45 minutes 49 seconds West a distance of 56.90 feet; thence South 02 degrees 14 minutes 11 seconds East a distance of 506.12 feet; thence South 88 degrees 01 minutes 00 seconds West a distance of 33.00 feet to the West line of the Northwest Quarter of said Section 16; thence North 02 degrees 14 minutes 11 seconds West on said West line a distance of 505.97 feet; thence South 87 degrees 45 minutes 49 seconds West a distance of 90.00 feet; thence North 02 degrees 14 minutes 11 seconds West a distance of 230.00 feet; thence North 63 degrees 20 minutes 11 seconds West a distance of 165.60 feet; thence North 14 degrees 51 minutes 11 seconds West a distance of 408.70 feet; thence North 73 degrees 38 minutes 17 seconds West a distance of 192.62 feet; thence North 01 degrees 39 minutes 38 seconds West a distance of 30.00 feet to the North line of the Northeast Quarter of said Section 17; thence North 88 degrees 11 minutes 22 seconds East on said North line a distance of 506.52 feet to the point of beginning.





1" = 180'

**CFS** Cook, Flatt & Strobel  
ENGINEERS, P.A.

2121 Moodie Road  
Lawrence, Kansas 66046  
785.856.9600



1" = 180'

**CFS** Cook, Flatt & Strobel  
ENGINEERS, P.A.

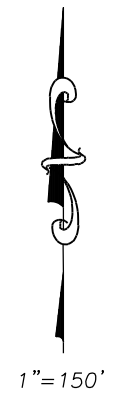
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1" = 180'

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2121 Moodie Road  
Lawrence, Kansas 66046  
785.856.9600



# OFFICE OF

Jim Martin, Undersheriff  
111 E 11<sup>th</sup> St – Operations  
Lawrence, KS 66044  
(785) 841-0007, fax (785) 841-5168



# THE SHERIFF

Gary Bunting, Undersheriff  
3601 E 25<sup>th</sup> St – Corrections  
Lawrence, KS 66046  
(785) 830-1000, fax (785) 830-1085

**KENNETH M. MCGOVERN**  
Sheriff

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## MEMORANDUM

To: The Board of County Commissioners  
County Administrator Craig Weinauer

From: Sheriff Kenneth M. McGovern

Date: April 8, 2016

Subject: Request to Enter into Contract with Advanced Correctional Healthcare

On November 18, 2015, the Board of County Commissioners approved the Douglas County Sheriff's Office's request to waive the formal bidding process in order to obtain a new inmate medical services contract. The Sheriff's Office solicited information from Advanced Correctional Healthcare (ACH), Correct Care Solutions, and Turn Key Health as potential options. At the conclusion of the evaluation process, ACH was selected as the agency's primary choice.

Advanced Correctional Healthcare provides the most effective solution that meets Sheriff's Office needs. It is a national company that operates based upon nationally recognized correctional health care standards and policies. ACH is also utilized by local Kansas counties. Many of these counties routinely house inmates temporarily for Douglas County due to overcrowding. This will assist with providing seamless medical care for the inmates as well as help fill temporary staffing deficiencies.

This contract would provide physician, nursing, and certified medication aid services. The length of the contract would be for one year effective July 1, 2016 and would be renewable for up to four additional one-year periods. The cost of this contract will be \$597,333.94 which includes a \$75,000 pool of money for the payment of medications and outside medical expenses. The contract price is more than the current contracts for these same services. The Sheriff's Office, however, believes that savings will occur when overall medical costs are evaluated.

Mental health services will continue to be provided by Bert Nash. The Sheriff's Office will request a separate contract renewal for these services in the near future.

I recommend that the Board of County Commissioners approve this request to enter into contract with ACH. I will be available to answer any questions.

**AGREEMENT FOR THE PROVISION OF INMATE HEALTH SERVICES**  
**DOUGLAS COUNTY, KANSAS**

This Agreement for the Provision of Inmate Health Services (hereinafter referred to as the "AGREEMENT"), effective as of the date of the last signature hereto, entered into by and between the County of Douglas, located in the State of Kansas (hereinafter referred to as the "COUNTY") and Douglas County Sheriff in his official capacity (hereinafter referred to as the "SHERIFF"), and Advanced Correctional Healthcare, Inc. (hereinafter referred to as "ACH"), an Illinois corporation.

**RECITALS**

**WHEREAS**, the COUNTY desires to provide professional and responsive healthcare services to the inmates of the Douglas County Detention Center (hereinafter referred to as the "FACILITY"); and

**WHEREAS**, ACH is a corporation which provides professional and responsive healthcare services in incarceration facilities.

**NOW THEREFORE**, the parties enter into this AGREEMENT as hereinafter set forth.

**DEFINITIONS**

**CORPORATE HOLIDAYS** - New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**COUNTY INMATES** – Inmates booked into the custody of the COUNTY or SHERIFF and presently incarcerated in the FACILITY, but not to include NON-COUNTY INMATES.

**ELECTIVE CARE** - Care which, if not provided, would not, in the opinion of ACH's practitioner (a licensed practitioner employed by ACH), cause the inmate's health to deteriorate, or cause harm to the inmate's well-being.

**MID-LEVEL PRACTITIONER** – An advanced registered nurse practitioner or physician assistant who has completed an advanced training program. A MID-LEVEL PRACTITIONER will be duly licensed to practice medicine in the appropriate state.

**MOBILE SERVICES** – Laboratory services that are drawn on-site and sent off-site for testing, and any ancillary medical services in which a provider comes on-site to perform work using the provider's equipment and/or staff, including, but not limited to X-ray services.

**NON-COUNTY INMATES** – Inmates who are covered by a government health program for American Indians; work release inmates while on work release; inmates during transport to/from outside facilities; and inmates housed in the FACILITY for other counties, State Department of Corrections, U.S. Immigration and Customs Enforcement (ICE), U.S. Marshals, and/or other federal agencies.

**OFF-SITE SERVICES** – Medical services including, but not limited to, consultation services, dental care not performed on-site, diagnostic testing, hospital services, medically-indicated emergency ground ambulance transportation, mental health services not performed on-site, laboratory services that are drawn off-site, and specialty services.

**SPECIFIED MEDICATIONS** – Medications related to the treatment of HIV, AIDS, HIV/AIDS related diseases, hepatitis, cystic fibrosis, multiple sclerosis, cancer, and/or active tuberculosis, as well as medications listed as biological and/or anti-rejection drugs. Medications related to these treatments will be defined in accordance with medical literature.

**ARTICLE 1:**  
**DUTIES AND OBLIGATIONS OF ACH**

For and in consideration of the compensation to be paid to ACH as hereinafter set forth, ACH agrees as follows:

- 1.1 ADVANCED TRAINING. The FACILITY is entitled to receive one copy each of the training videos produced and sold by ACH at no additional charge, with the following exception: facilities will not receive training videos which cover topics for which they have already received an ACH training video covering that topic. If a training video is lost or stolen, the FACILITY may be charged a replacement fee to replace the video. ACH training videos are to be viewed by the FACILITY staff only and are not to be reproduced except with the prior written permission of ACH. ACH does not guarantee training credits and is not responsible for obtaining training credits on behalf of the FACILITY staff.
- 1.2 COLLECTION OF DNA/PHYSICAL EVIDENCE AND FORENSIC INFORMATION. ACH will perform body cavity searches on-site with signed consent from the inmate in accordance with the following guidelines: ACH staff are prohibited from participating in the collection of forensic evidence, except when: (1) complying with state laws that require blood samples from inmates, so long as there is consent of the inmate and ACH staff are not involved in any punitive action taken as a result of an inmate's nonparticipation in the collection process, (2) conducting body cavity searches, and blood or urine testing for alcohol or other drugs when done for medical purposes by a practitioner's order, and/or (3) conducting inmate-specific, court-ordered laboratory tests, examinations, oral swabs, or radiology procedures with consent of the inmate. ACH will not pay for any costs associated with any body cavity search or any other collection of forensic information, including, but not limited to, any associated medical fees, laboratory fees, added personnel costs, and/or court costs.
  - 1.2.1 SEXUAL ASSAULT. In the case of sexual assault, the inmate victim will be sent to the hospital for appropriate collection of evidence which includes chain of custody, counseling, and care. Court-ordered body cavity searches will be referred to the appropriate facility or emergency room.
- 1.3 CQI MEETINGS. ACH will review, at the scheduled Continuous Quality Improvement (CQI) meetings with the SHERIFF or designee, the healthcare reports concerning the overall operation of the healthcare services program and the general health of the inmates of the FACILITY.
- 1.4 DENTAL CARE. ACH will provide dental triage screenings for inmates for the purpose of identifying serious dental needs. POOL money will pay for any costs associated with dental care.
- 1.5 ECTOPARASITES. For inmates presenting with symptoms of ectoparasitic infection (as determined by the ACH practitioner), ACH will provide and pay for medically indicated treatment. For inmates without symptoms of ectoparasitic infection, ACH will provide treatment at the SHERIFF'S request, and the COUNTY will be responsible for the cost of the treatment. ACH will not be responsible for facility cleaning for ectoparasites.
- 1.6 ELECTIVE CARE. ACH will not provide ELECTIVE CARE to inmates. Decisions concerning ELECTIVE CARE will be consistent with the applicable American Medical Association (AMA) standards.
- 1.7 FACILITY STAFF TRAINING. Upon request of the SHERIFF, ACH will provide training for FACILITY staff on topics to be mutually agreed upon.
- 1.8 HEALTH EDUCATION AND EVALUATIONS. ACH will provide health education materials to the SHERIFF for inmate education. ACH will also provide on-site health evaluations and medical care for inmates. Additionally, ACH will provide basic physical examinations for potential inmate workers to ensure the inmates are physically capable of performing assigned work duties.
- 1.9 INMATE LABOR. Inmates will not be employed or otherwise engaged or utilized by ACH in the direct rendition of any healthcare services.

- 1.10 MEDICAL CLAIMS RE-PRICING. ACH will be responsible for the re-pricing of medical claims. Once claims are received, ACH will calculate the applicable discount (if any) and confirm the integrity of the claim prior to payment.
- 1.11 MEDICAL RECORDS. Inmate medical records will always be the property of the SHERIFF and will remain with the SHERIFF. ACH will maintain or require being maintained medical records for each inmate who has received healthcare services. The medical records will be kept separate from the inmate's confinement record. A complete copy of the original applicable medical record will be available to accompany each inmate who is transferred from the FACILITY to another location for off-site services or transferred to another institution. Medical records will be kept confidential, subject to applicable laws and exemptions regarding confidentiality of inmate medical records. ACH will comply with the SHERIFF's policy with regard to access by inmates to their medical records. The SHERIFF will provide ACH with reasonable ongoing access to all medical records, even after the expiration of this AGREEMENT, for the purpose of defending litigation.
- 1.12 MEDICAL SUPPLIES (DISPOSABLE). ACH will pay for and provide disposable medical supplies intended for one-time use, not to include durable or reusable medical supplies. Typical disposable medical supplies expected in a medical unit would be tongue blades, Band-Aids, gauze pads, medical tape, sterile water, saline, pregnancy tests, blood sugar strips, peak flow mouth pieces, O2 tubing, urine test strips, syringes, gloves **for the medical staff**, med cups, lancets, ammonia ampules, cotton-tip applicators, and alcohol preps.
- 1.13 MENTAL HEALTH SERVICES – CRISIS INTERVENTION. ACH will refer inmates to crisis intervention services when indicated. The crisis intervention services will be provided by the FACILITY staff in concert with ACH staff. ACH will coordinate with the medical and programming services (e.g., chemical dependence) at the FACILITY so that patient management is appropriately integrated, health needs are met, and the impact of any of these conditions on each other is adequately addressed. ACH will use an integrated and multidisciplinary team (including FACILITY staff) to develop treatment plans for inmates displaying problematic behavior.
- 1.14 MOBILE SERVICES. When MOBILE SERVICES are required for medical reasons and are available to come to the FACILITY, ACH will arrange for those services for inmates in accordance with the SHERIFF's policies and procedures. POOL money will pay for the costs associated with MOBILE SERVICES.
- 1.15 OFF-SITE SERVICES. When OFF-SITE SERVICES are required for medical reasons, ACH will arrange for those services for inmates and in accordance with the SHERIFF's policies and procedures. POOL money will pay for any costs associated with OFF-SITE SERVICES.
- 1.16 OTHER SERVICES AND EXPENSES. ACH will not provide and will not pay for any services, supplies and/or equipment which are not specifically contained in this AGREEMENT.
- 1.17 PHARMACEUTICALS.
- 1.17.1 COURT-ORDERED MEDICATIONS AND TESTING. ACH will provide all court-ordered medications and testing to inmates.
- 1.17.1.1 COUNTY INMATES. ACH will only pay for court-ordered medications that (1) the ACH practitioner considers appropriate and (2) are not included on the SPECIFIED MEDICATIONS list. All other court-ordered medications and testing for COUNTY INMATES will be paid for with POOL money.
- 1.17.1.2 NON-COUNTY INMATES (not to include inmates housed for ICE). ACH will only pay for court-ordered medications that (1) the ACH practitioner considers appropriate and (2) are prescribed over-the-counter medications. All other court-ordered medication and testing for NON-COUNTY INMATES will be billed to the COUNTY so the COUNTY may seek reimbursement from the responsible authority of the NON-COUNTY INMATE.
- 1.17.2 HOME MEDICATIONS. The COUNTY agrees to allow home medications in the FACILITY when they are able to be properly verified.

- 1.17.3 COUNTY INMATES. ACH will provide all medically-indicated pharmaceuticals for COUNTY INMATES. ACH will pay for prescription medications; prescribed over-the-counter medications; and psychotropic medications which are prescribed by ACH practitioners; with the following exception: POOL money will pay for all SPECIFIED MEDICATIONS. POOL money will also pay for all psychotropic medications which are prescribed by non-ACH practitioners.
- 1.17.4 INMATES HOUSED FOR ICE. ACH will provide all medically-indicated pharmaceuticals for inmates housed for ICE. ACH will not pay for any pharmaceuticals for ICE inmates. Prescription medications will be billed directly to ICE by the applicable pharmacy. The COUNTY will pay for any prescription medications for which ICE refuses to pay, as well as any prescribed over-the-counter medications.
- 1.17.5 NON-COUNTY INMATES (not to include inmates housed for ICE). ACH will provide all medically-indicated pharmaceuticals for NON-COUNTY INMATES. ACH will only pay for prescribed over-the-counter medications. All other prescription medications will be billed to the COUNTY so the COUNTY may seek reimbursement from the responsible authority of the NON-COUNTY INMATE.
- 1.18 POOL. The COUNTY will have a POOL of seventy-five thousand dollars (\$75,000.00) to be used every twelve (12) months (hereinafter referred to as the "POOL"). The POOL money will be spent as indicated in this AGREEMENT. Certain NON-COUNTY INMATE costs (including but not limited to dental care, MOBILE SERVICES, OFF-SITE SERVICES, and SPECIFIED MEDICATIONS) will not be paid for with POOL money.
- 1.18.1 The date of service for outpatient care, or date of admission for hospitalization, or date of the prescription, will be used to determine the calendar month in which the expenses are to be applied toward the POOL. Any costs exceeding the POOL will be reconciled back to the COUNTY at the time the costs exceed the POOL, or monthly, as needed.
- 1.18.2 All monies remaining in the POOL after receipt of invoices will be returned to the COUNTY within ninety (90) days after the twelve (12) month term. Invoices received more than ninety (90) days after the close of the twelve (12) month term will be forwarded to the COUNTY for payment.
- 1.18.3 In the event this AGREEMENT is terminated prior to the twelve (12) month term in which the POOL applies, any remaining POOL monies will be prorated for the portion of the twelve (12) month term elapsed. Costs exceeding the prorated amount will be paid by the COUNTY.
- 1.19 PRISON RAPE ELIMINATION ACT OF 2003 (PREA). Should the SHERIFF choose to comply with PREA, ACH will endeavor to comply with PREA, applicable PREA standards, and the FACILITY's policies related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within the FACILITY. ACH acknowledges that, in addition to self-monitoring, the FACILITY may conduct announced or unannounced monitoring to include on-site monitoring.
- 1.20 SHERIFF'S POLICIES, PROCEDURES, AND PROTOCOLS. ACH staff will operate within the requirements of the SHERIFF's policies, procedures, and protocols as communicated to ACH staff by the SHERIFF or designee. Such policies, procedures, and protocols may change from time to time; if so, the SHERIFF or designee will promptly notify ACH staff, provide them with a written copy of the modified policy, procedure, or protocol, and provide any necessary training to the ACH staff. All policies, procedures, and protocols regarding operations within the FACILITY will at all times remain the property of the SHERIFF and will remain at the FACILITY after termination of this AGREEMENT.
- 1.21 STAFFING. ACH will provide staffing coverage as requested by the SHERIFF and detailed in this staffing section.
- 1.21.1 MEAL BREAKS. It is understood and agreed that ACH employees are allowed to leave the premises during the work day for meal breaks.
- 1.21.2 NURSING. ACH will provide on-site licensed practical nursing coverage for one hundred fifty-two (152) hours per week and registered nursing coverage for forty (40) hours per week on a schedule approved by

the SHERIFF. When approved by the SHERIFF or designee, hours worked in excess of the contracted amount will be billed monthly to the COUNTY at the prevailing wage and benefit rate of the ACH employee. For hours of absence due to CORPORATE HOLIDAYS, paid time off, or sick time, the hours will not be replaced or credited. For all other absences, ACH endeavors to provide replacement coverage, and if it is unable to do so, ACH's Director of Medical Operations for the FACILITY and the SHERIFF or designee will negotiate a mutually agreeable remedy.

1.21.3 PRACTITIONER. A physician and/or MID-LEVEL PRACTITIONER will visit the FACILITY weekly or as otherwise agreed by the SHERIFF and ACH, and will stay until all work is completed. A MID-LEVEL PRACTITIONER will only be used with the approval of the SHERIFF. The physician and/or MID-LEVEL PRACTITIONER will be available by telephone to the FACILITY and medical staff on an on-call basis, seven (7) days per week, twenty-four (24) hours per day. For scheduled visits that fall on CORPORATE HOLIDAYS, coverage will be provided by telephone only.

1.21.4 CERTIFIED MEDICAL TECHNICIAN. ACH will provide on-site certified medical technician for forty (40) hours per week on a schedule approved by the SHERIFF. When approved by the SHERIFF or designee, hours worked in excess of the contracted amount will be billed monthly to the SHERIFF at the prevailing wage and benefit rate of the ACH employee. For hours of absence due to CORPORATE HOLIDAYS, paid time off, or sick time, the hours will not be replaced or credited. For all other absences, ACH endeavors to provide replacement coverage, and if it is unable to do so, ACH's Director of Medical Operations for the FACILITIES and the SHERIFF or designee will negotiate a mutually agreeable remedy.

## 1.22 TUBERCULOSIS (TB) TESTING.

1.22.1 FACILITY STAFF. ACH will perform TB skin tests as directed by the SHERIFF. The COUNTY will pay for the TB serum and related supplies. Upon the SHERIFF's request, ACH will secure the serum and related supplies through the correctional pharmacy to secure the best possible price, then bill the COUNTY for those costs.

1.22.2 INMATES. ACH will provide TB skin tests as directed by the SHERIFF. ACH will pay for the TB serum and related supplies.

## **ARTICLE 2:** **DUTIES AND OBLIGATIONS OF THE COUNTY**

2.1 BIOMEDICAL WASTE DISPOSAL. The COUNTY will be responsible for the provision of and cost of biomedical waste disposal services at the FACILITY consistent with all applicable laws. Typical biomedical waste expected in the medical unit would be bandages, dressings, gloves, hypodermic needles, laboratory containers, sharps, and syringes.

2.2 DUTY TO PROTECT INMATES. The non-delegable duty to protect inmates is, and always will be, vested in the SHERIFF. This AGREEMENT does not result in the assumption of a non-delegable duty by ACH. As such, the SHERIFF specifically retains the duty and obligation for security of the inmates. This duty extends to the control of inmate movement. ACH and its personnel will assume no responsibility for the movement of inmates and assume no responsibility for inmate protection at any time.

2.3 HIRING OF ACH STAFF. While ACH is pleased to provide staffing during this engagement, ACH does not expect the COUNTY to offer permanent employment to ACH employees or independent contractors. ACH has a significant investment in the training and professional development of our employees and independent contractors and they are valued employees and independent contracts of ACH. If the COUNTY should hire any ACH employee or independent contractor during this AGREEMENT term or within one (1) year after this AGREEMENT's termination, the COUNTY will be billed a professional replacement fee of Ten Thousand Dollars (\$10,000) to compensate ACH for each employee or independent contractor, with the following exception: this does not apply to any medical staff member who was employed by the COUNTY prior to this AGREEMENT.

- 2.4 INMATE INFORMATION. The SHERIFF will provide, as needed, information pertaining to inmates that ACH and the SHERIFF mutually identify as reasonable and necessary for ACH to adequately perform its obligations to the SHERIFF and the COUNTY. Additionally, during this AGREEMENT period, and for a reasonable time thereafter, the SHERIFF will provide ACH, at ACH's request, the SHERIFF's records relating to the provision of healthcare services to inmates as may be reasonably requested by ACH in connection with an investigation of, or defense of, any claim by a third party related to ACH's conduct. As ACH may reasonably request, and consistent with applicable state and federal laws and the foregoing provision, the SHERIFF will also make available to ACH such records as are maintained by the SHERIFF, hospitals, and other off-site healthcare providers involved in the care or treatment of inmates (to the extent the SHERIFF has any control over those records). Any such information provided by the SHERIFF to ACH that the SHERIFF considers confidential will be kept confidential by ACH and will not, except as may be required by law, be distributed to any third party without the prior written approval of the SHERIFF. Notwithstanding any provision of this AGREEMENT to the contrary, the SHERIFF's internal affairs investigative records will not be required to be provided to ACH or any other person or entity (except as may be required by law).
- 2.5 MEDICAL EQUIPMENT (DURABLE). Medical equipment remains the responsibility of the SHERIFF. At the SHERIFF's request, ACH may assist the SHERIFF in securing the equipment at cost-effective pricing. Typical durable medical equipment expected in a medical unit would be: exam table, exam stool, ophthalmic / otoscope, peak flow meter, digital thermometer, stethoscope, X-large and large blood pressure cuffs, emesis basin, CPR AmbuBag (adult & 2-way mask), refrigerator (small), and scales. Upon termination of this AGREEMENT, the medical equipment will be in good working order, with allowances made for reasonable wear and tear.
- 2.6 NON-MEDICAL CARE OF INMATES. The COUNTY will provide and pay for all other personal (non-medical) needs of the inmates while in the FACILITY, including, but not limited to: daily housekeeping services; dietary services, including special supplements, liquid diets, or other dietary needs; building maintenance services; personal hygiene supplies and services; clothing; and linen supplies.
- 2.7 OFFICE EQUIPMENT (DURABLE). The SHERIFF will provide use of COUNTY-owned office equipment and all necessary utilities in place at the FACILITY's healthcare unit. Typical office equipment expected in a medical unit would be a locking file (recommended four-drawer); paper punch; staple remover; stapler; cabinet for storing medical supplies such as Band-Aids, gauze, etc.; computer; fax machine; copier / printer; and toner. Upon termination of this AGREEMENT, the office equipment will be in good working order, with allowances made for reasonable wear and tear.
- 2.8 OFFICE SUPPLIES (DISPOSABLE). The COUNTY will provide disposable office supplies, such as medical charts, paper, pens, staples, and Post-It notes which are required for the provision of inmate healthcare services.
- 2.9 SECURITY. The SHERIFF will maintain responsibility for the physical security of the FACILITY and the continuing security of the inmates. ACH and the SHERIFF understand that adequate security services are necessary for the safety of the agents, employees, and subcontractors of ACH, as well as for the security of inmates and FACILITY staff, consistent with the correctional setting. The SHERIFF will provide security sufficient to enable ACH and its personnel to safely provide the healthcare services described in this AGREEMENT. The SHERIFF will screen ACH's proposed staff to ensure that they will not constitute a security risk. The SHERIFF will have final approval of ACH's employees in regards to security/background clearance.

### **ARTICLE 3:** **COMPENSATION/ADJUSTMENTS**

- 3.1 ANNUAL AMOUNT/MONTHLY PAYMENTS. The annualized amount to be paid by the COUNTY to ACH under this AGREEMENT is to be five hundred ninety-seven thousand three hundred thirty-three dollars and ninety-four cents (\$597,333.94). The COUNTY will make monthly payments of forty-nine thousand seven hundred seventy-seven dollars and eighty-three cents (\$49,777.83), which is equal to 1/12 of the annualized amount, during the term of this AGREEMENT. ACH will bill the COUNTY approximately thirty (30) days prior to the month in which services are to be rendered. The COUNTY agrees to pay ACH prior to the tenth (10<sup>th</sup>) day of the month in which services are rendered.

3.1.1 ANNUAL AMOUNT UPON RENEWAL. Upon the annual anniversary date of this AGREEMENT, the annualized amount of increase for compensation will be the 12-Month Consumer Price Index (CPI) for medical care or zero percent (0%), whichever is higher. The CPI will be calculated from the most recent CPI data as published by the Bureau of Labor Statistics. The annual increase will be provided to the COUNTY by ACH no later than April 1 of the year before the commencement of the possible one year term extension.

3.2 QUARTERLY ADJUSTMENTS. Account reconciliation will be completed for variances in the ADP and other expenses, such as equipment or services purchased by ACH (with prior approval of the COUNTY) on behalf of the COUNTY.

3.2.1 AVERAGE DAILY POPULATION (ADP). ADP for a given quarter will be determined from the FACILITY census records. For billing purposes, the COUNTY INMATE ADP will be 186 and the NON-COUNTY INMATE ADP will be 0. Inmates who are not presently incarcerated in the FACILITY (i.e., persons on electronic monitoring or probation, or who are hospitalized, or in halfway housing or early release housing) should not be counted in either ADP reported to ACH by the COUNTY. The ADPs reported to ACH should only include those inmates presently incarcerated in the FACILITY.

3.2.2 PER DIEM.

3.2.2.1 GENERAL. Per diem rate(s) are intended to cover additional costs in those instances where minor, short-term changes in the inmate population results in the higher utilization of routine supplies and services. The per diem is not intended to provide for any additional fixed costs, such as new fixed staffing positions that might prove necessary if the inmate population grows significantly and is sustained. ACH will request the monthly count for these separate populations on a quarterly basis.

3.2.2.2 COUNTY INMATES. When the ADP exceeds or falls below the contracted rate in any calendar quarter, the compensation variance will be figured on the average number of COUNTY INMATES above or below the contracted ADP for that quarter multiplied by the per diem rate of \$0.67 per inmate per day. (Example: If the ADP for a quarter is 10 above the contracted ADP, additional compensation due will be calculated as follows:  $10 \times \$0.67 \times 91$ )

3.2.2.3 NON-COUNTY INMATES. To cover the cost of incidental medical expenses for NON-COUNTY INMATES (such as disposable medical supplies, biomedical waste disposal services, and medical malpractice and civil rights insurance coverage), a separate per diem rate of \$0.27 per inmate per day will be assessed for each NON-COUNTY INMATE housed in the FACILITY in excess of the contracted NON-COUNTY INMATE ADP.

3.2.3 ARREARS. Any contract amount in arrears will be settled through reconciliation and adjusted accordingly. Adjustments will be made to the first monthly invoice prepared after reconciliation between ACH and the COUNTY. Payment of the adjusted amount will be due upon receipt of said invoice.

#### **ARTICLE 4:** **TERM AND TERMINATION**

4.1 TERM. The term of this AGREEMENT will begin on July 1, 2016 at 12:01 A.M. and will continue in full force and effect until June 30, 2017 at 11:59 P.M., unless earlier terminated, extended, or renewed pursuant to this AGREEMENT. The COUNTY will have the option to renew this AGREEMENT for up to four (4) additional one (1) year terms, provided that the COUNTY provided notice to ACH at least 30 days prior to the date this AGREEMENT would otherwise terminate. The term of this AGREEMENT will extend one additional year each time the COUNTY exercises its option to renew. The COUNTY's extension of this AGREEMENT one or more times will not require the COUNTY to exercise its option to extend for the full four (4) additional years. ACH agrees to provide the COUNTY with the annual increase for the extended term as detailed in section 3.1.1 above.

4.2 TERMINATION.

- 4.2.1 **TERMINATION FOR LACK OF APPROPRIATIONS.** It is understood and agreed that this AGREEMENT will be subject to annual appropriations by the COUNTY. If funds are not appropriated for this AGREEMENT, then upon exhaustion of such funding, the COUNTY and the SHERIFF will be entitled to immediately terminate this AGREEMENT without penalty or liability. Recognizing that such termination may entail substantial costs for ACH, the COUNTY and the SHERIFF will act in good faith and make every effort to give ACH reasonable advance notice of any potential problem with funding or appropriations. The COUNTY agrees to pay for services rendered up to the point of termination.
- 4.2.2 **30-DAY OUT CLAUSE.** Notwithstanding anything to the contrary contained in this AGREEMENT, the COUNTY, the SHERIFF, or ACH may, without prejudice to any other rights they may have, terminate this AGREEMENT by giving thirty (30) days' advance written notice to the other party. If thirty (30) days' advance written notice is provided, termination will be without penalty to any of the parties. If the SHERIFF or the COUNTY gives ACH less than thirty (30) days' advance written notice, the COUNTY agrees to pay to ACH a penalty equal to one (1) month's contract price as an early termination fee.

**ARTICLE 5:**  
**GENERAL TERMS AND CONDITIONS**

- 5.1 **ADVICE OF COUNSEL.** Each of the parties (a) has had the opportunity to seek counsel, legal or otherwise, prior to entering into this AGREEMENT, (b) is freely entering into this AGREEMENT of his/her or its own volition, and (c) understands and agrees that this AGREEMENT will be construed as if drafted by both parties and not by one party solely.
- 5.2 **ARBITRATION; GOVERNING LAW.** The parties hereby agree that any dispute arising under this AGREEMENT, or in connection with any breach thereof, will be finally resolved through binding arbitration conducted in Lawrence, Kansas, in accordance with the Commercial Arbitration Rules of the American Arbitration Association by a single, neutral arbitrator appointed in accordance with such Rules. No punitive damages may be granted by the arbitrator. The parties agree that the arbitrator's decision will be the sole, exclusive and binding remedy between them regarding any and all such disputes. This AGREEMENT, and any arbitration conducted thereby, will be governed by the laws of the State of Kansas (without reference to conflicts of laws principles).
- 5.3 **ASSIGNMENT.** ACH may not assign this AGREEMENT or any rights hereunder in whole or in part. Subject to the foregoing, this AGREEMENT will inure to the benefit of and be binding upon each of the heirs, permitted assigns, and successors of the respective parties. Any assignment in violation of this section will be null and void.
- 5.4 **ATTORNEY FEES AND COSTS.** In the event a lawsuit, arbitration, or mediation is initiated by either party, the party against whom a judgment or award is entered will also be liable for costs of suit and reasonable attorneys' fees as set by the court or arbitrator.
- 5.5 **AUTHORITY.** The persons signing below represent that they have the right and authority to execute this AGREEMENT for their respective entities and no further approvals are necessary to create a binding AGREEMENT.
- 5.6 **COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS.** The SHERIFF, the COUNTY, and ACH agree that no party will require performance of any ACH or COUNTY employee, agent or independent contractor that would violate federal, state and/or local laws, ordinances, rules and/or regulations.
- 5.7 **COUNTERPARTS; HEADINGS.** This AGREEMENT may be executed in counterparts, each of which will be an original and all of which will constitute one AGREEMENT. The headings contained in this AGREEMENT are for reference purposes only and will not affect in any way the meaning or interpretation of this AGREEMENT. The terms "inmate" and "detainee" may be used interchangeably throughout this AGREEMENT and will not affect in any way the meaning or interpretation of this AGREEMENT.
- 5.8 **DEPARTMENT OF JUSTICE REQUIREMENTS.** The COUNTY will be responsible for any additional services required at the FACILITY as the result of governmental (including, but not limited to, the Department of Justice,

Immigration and Customs Enforcement, Department of Corrections, Federal Bureau of Prisons, or United States Marshals Service) investigation, mandate, memorandum, or order.

- 5.9 ENTIRE AGREEMENT; AMENDMENT. This AGREEMENT represents the entire understanding of the parties with respect to the subject matter hereof, supersedes and cancels all prior agreements, understandings, arrangements, or representations between the parties with respect to such subject matter, and may only be amended by written agreement of both parties. The parties agree that their performances hereunder do not obligate either party to enter into any further agreement or business arrangement.
- 5.10 EQUAL EMPLOYMENT OPPORTUNITY. It is the policy of ACH to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, age, or genetics. In addition, it is the policy of ACH to comply with applicable state and local laws governing nondiscrimination in employment in every location in which ACH has facilities and employees. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefit plans, all forms of compensation, and training.
- 5.11 EXCUSED PERFORMANCE. In case performance of any terms of parts hereof will be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority of local, state, or federal governments or because of riots, public disturbances, strikes, lockouts, differences with workers, fires, floods, Acts of God, or any other reason whatsoever which is not within the control of the parties whose performance is interfered with and which, by the exercise of reasonable diligence, said party is unable to prevent, the party so suffering may at its option, suspend, without liability, the performance of its obligations hereunder during the period such cause continues.
- 5.12 FURTHER ACTS. The parties agree to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions of this AGREEMENT.
- 5.13 GROUP PURCHASING. The COUNTY authorizes ACH to sign up the FACILITY as a ship-to site under ACH's group purchasing plan.
- 5.14 HOLD HARMLESS AND INDEMNIFY.
- 5.14.1 ACH will hold harmless and indemnify the COUNTY and SHERIFF (together with their respective employees) against any loss or damage, including reasonable attorneys' fees and other costs of litigation, solely caused or necessitated by the negligent, reckless, intentional, or deliberately indifferent conduct of ACH or its employees, which is related to medical treatment or care provided by ACH. With respect to any claim for indemnification, the COUNTY will (i) give written notice thereof to ACH within a reasonable period following the event or occurrence as to which the right to indemnification is or may be asserted and (ii) allow ACH (including the employees, agents, and counsel) reasonable access to any of its employees, property, and records for the purposes of conducting an investigation of such claim and for the purpose of obtaining statements, photographs, and taking such other steps as may be necessary to preserve evidence of the occurrence on which the claim is based. If the COUNTY denies ACH reasonable access as set forth, after written request therefore, the COUNTY will assume sole responsibility for the claim for which indemnification is sought and will not be entitled to indemnity.
- 5.14.2 The COUNTY will hold harmless and indemnify ACH (together with its respective employees) against any loss or damage, including reasonable attorneys' fees and other costs of litigation, solely caused or necessitated by the negligent, reckless, intentional, or deliberately indifferent conduct of the COUNTY or its employees, which is related to medical treatment or care provided by ACH. With respect to any claim for indemnification, ACH will (i) give written notice thereof to the COUNTY within a reasonable period following the event or occurrence as to which the right to indemnification is or may be asserted and (ii) allow the COUNTY (including the employees, agents, and counsel) reasonable access to any of its employees, property, and records for the purposes of conducting an investigation of such claim and for the purpose of obtaining statements, photographs, and taking such other steps as may be necessary to preserve evidence of the occurrence on which the claim is based. If ACH denies the COUNTY reasonable

access as set forth, after written request therefore, ACH will assume sole responsibility for the claim for which indemnification is sought and will not be entitled to indemnity.

- 5.15 INDEPENDENT CONTRACTORS. In order to discharge its obligations hereunder, ACH may engage certain healthcare professionals as independent contractors rather than employees.
- 5.16 INSURANCE.
- 5.16.1 ACH will maintain commercial automobile liability insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence, covering owned, hired, and non-owned automobiles.
- 5.16.2 ACH will maintain one or more commercial general liability insurance policies with minimum limits of bodily injury and/or property damage: One Million Dollars (\$1,000,000) each occurrence and an annual policy aggregate of Two Million Dollars (\$2,000,000).
- 5.16.3 ACH will maintain professional liability insurance, including civil rights liability, with minimum limits of One Million Dollars (\$1,000,000) each occurrence, Three Million Dollars (\$3,000,000) annual aggregate.
- 5.16.4 ACH will maintain workers' compensation and employer's liability insurance covering its employees while on the FACILITY's premises that complies with the statutory minimum requirements in the applicable state(s).
- 5.16.5 ADDITIONAL INSURED. ACH will name the SHERIFF and the COUNTY as an additional insured for the sole negligence of ACH under the commercial automobile, commercial general and professional liability portions of insurance and provide the COUNTY with a Certificate of Insurance specific to correctional facilities evidencing the terms of the insurance coverage and policy limits.
- 5.17 NEW LEGISLATION. Should new legislation require substantial new medical treatment, the COUNTY will pay for it, unless specifically agreed upon between ACH and the COUNTY.
- 5.18 NO GRANT OF RIGHTS. Each of the parties understands and agrees that no grant or license of a party's rights in any patent, trademark, trade secret, copyright and/or other intellectual property right is made hereby, expressly or by implication.
- 5.19 NO RELATIONSHIP OR AUTHORITY. The parties agree that ACH will at all times be an independent contractor in the performance of the services hereunder, and that nothing in this AGREEMENT will be construed as or have the effect of constituting any relationship of employer/employee, partnership, or joint venture between the COUNTY and ACH. ACH does not have the power or authority to bind the COUNTY or to assume or create any obligation or responsibility on the COUNTY's behalf or in the COUNTY's name, except as otherwise explicitly detailed in this AGREEMENT, and ACH will not represent to any person or entity that ACH has such power or authority. ACH will not act as an agent nor will ACH be deemed to be an employee of the COUNTY for the purposes of any employee benefit program.
- 5.20 NOTICE. Any notice required or permitted to be given hereunder will be in writing and delivered by overnight courier (e.g., FedEx), or by facsimile (receipt confirmed), to the respective addresses in this section or such other addresses as may be designated in writing by the applicable party from time to time, and will be deemed to have been given when sent. To the SHERIFF and/or the COUNTY: Douglas County Detention Center, 3601 E. 25<sup>th</sup> Street, Lawrence, Kansas 66046; facsimile: 785.830.1085. To ACH: Advanced Correctional Healthcare, Inc., Attn: Contract Attorney, 3922 West Baring Trace, Peoria, IL 61615; facsimile: 309.214.9977; email: jkolberg@advancedch.com.
- 5.21 OTHER CONTRACTS AND THIRD PARTY BENEFICIARIES. The parties acknowledge that ACH is not bound by or aware of any other existing contracts to which either the SHERIFF or the COUNTY are a party and which relate to the provision of healthcare to inmates at the FACILITY. The parties agree that they have not entered into this AGREEMENT for the benefit of any third person(s) and it is their express intention that this

AGREEMENT is intended to be for their respective benefits only and not for the benefits of others who might otherwise be deemed to constitute third party beneficiaries thereof.

- 5.22 SEVERABILITY. If any provision of this AGREEMENT, or any portion thereof, is found to be invalid, unlawful, or unenforceable to any extent, such provision will be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of this AGREEMENT will continue unaffected in full force and effect. The parties will negotiate in good faith an enforceable substitute provision for such invalid provision that most nearly achieves the same intent and economic effect.
- 5.23 SUBCONTRACTING. In order to discharge its obligations hereunder, ACH may subcontract services including, but not limited to, pharmaceutical services, biomedical waste disposal, and mobile services.
- 5.24 USE BY OTHER PUBLIC AGENCIES (PIGGYBACK). ACH agrees to allow the COUNTY to authorize other public agencies in the COUNTY to purchase the proposed items by issuance of a purchase order at the same terms and conditions as this AGREEMENT, and to make payments directly to ACH during the period of time that this AGREEMENT is in effect.
- 5.25 USE OF NAME. It is understood and agreed by ACH that ACH's name may appear in certain COUNTY disclosure documents, including those required by law and in other regulatory and administrative filings in the ordinary course of the COUNTY's operations.
- 5.26 WAIVER. Any waiver of the provisions of this AGREEMENT or of a party's rights or remedies under this AGREEMENT must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions hereof or its rights or remedies at any time, will not be construed as a waiver of such party's rights or remedies hereunder and will not in any way affect the validity of this AGREEMENT or prejudice such party's right to take subsequent action.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the date and year written below.

**ADVANCED CORRECTIONAL HEALTHCARE, INC.**

\_\_\_\_\_  
Sherri Miller  
President & Chief Operations Officer

\_\_\_\_\_  
Date

**COUNTY OF DOUGLAS, KANSAS**

\_\_\_\_\_  
Ken McGovern, Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Flory  
Chair of County Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jameson D. Shew  
County Clerk

\_\_\_\_\_  
Date

Please complete and return via fax to 309.214.9977 or email to [jkolberg@advancedch.com](mailto:jkolberg@advancedch.com).

If this contract is not returned to ACH by March 28, 2016, the price may be subject to increase.



# **Report**

## **Building Code and Inspection Function for Douglas County, Kansas**

**April 14, 2016**



Rebecca G. Crowder, President  
Elizabeth Tatarko, Vice President  
P.O. Box 27196  
Overland Park, Kansas 66225  
Ph (913) 851-7530  
Fax (913) 851-7529  
[www.austinpeters.com](http://www.austinpeters.com)

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## **I. BACKGROUND AND PURPOSE**

The request for proposal by Douglas County outlined three general areas of study for the project: Responsiveness, Fairness and Professionalism, and Best Practices. The purpose of the study was to provide findings and recommendations for best practices in the Zoning and Building department. The Board of County Commissioners approved the project November 11, 2015. The undertaking of the study was initiated after a high-profile case of administering the building code had resulted in errors and inconsistent policy. The high-profile case, referred to as the Kobach Case (Lawrence Journal World, June 3, 2015) moved the County to request for an independent assessment of the Zoning and Code Department to understand what best practices needed to be implemented moving forward.

## II. METHODOLOGY

To complete the project the Austin Peters Group, Inc. initiated the process with stakeholder feedback which involved focus groups, surveys, and interviews. The methodology also involved research of best practices which would be found in a literature review. APG also conducted a lengthy and detailed survey with peer local governments to establish benchmarks and best practices. These peers included out-of-state peers in Colorado and Missouri, as Kansas has a small sample of counties with adopted building codes. The development of findings and recommendations was a culmination from all aspects of the research. A preliminary report was provided to management specifically to understand the feasibility of implementation. A final report is provided to the Governing Body for consideration.

The separate areas for data collection included:

Stakeholder feedback

- Focus groups with contractors

- Staff interviews, job shadowing and site visits

- Online and paper survey

Research of best practices from a literature review

Peer survey of local government for benchmarks and best practices

### Study Process - Methodology



| <b>Study Timeline</b>                    | <b>Major Item/Benchmark</b>                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>November 12, 2015</b>                 | <b>Board of County Commission approved study using a Request for Proposal process</b>                                                                                                                                                                                                                                          |
| <b>December, 2015</b>                    | <b>Planning for process, selecting peer counties, development of staff questions, development of focus group questions and process, addition of an online survey</b>                                                                                                                                                           |
| <b>January 4, 2016</b>                   | <b>Letter of agreement signed</b>                                                                                                                                                                                                                                                                                              |
| <b>January 12 and 13, 2016</b>           | <b>Surveys are Posted Online for Stakeholders<br/>Letters were sent to all permit holders in the past three years inviting them to focus groups or to complete a survey. Responses are collected online and customers are allowed to complete in the office through the end of February.</b>                                   |
| <b>January 14, 15, 2016</b>              | <b>Staff interviews by phone with e-mail follow up</b>                                                                                                                                                                                                                                                                         |
| <b>January 19, 2016</b>                  | <b>New Building and Codes Department Director begins</b>                                                                                                                                                                                                                                                                       |
| <b>January 28, 2016</b>                  | <b>Focus groups with contractors onsite with staff</b>                                                                                                                                                                                                                                                                         |
| <b>February 3, 2016 – March 22, 2016</b> | <b>Benchmark Survey Sent to Peer Counties in Kansas, the City of Lawrence, and Peer Counties in Iowa, Colorado, and Missouri<br/>Multiple communications and clarifications were used with respondents. This was a very lengthy survey for respondents to complete and required a great deal of time and effort on by all.</b> |
| <b>March 2, 2016</b>                     | <b>Onsite with staff and job shadowing</b>                                                                                                                                                                                                                                                                                     |
| <b>March 22, 2016</b>                    | <b>Preliminary report provided for comment to Director and Assistant County Administrator</b>                                                                                                                                                                                                                                  |
| <b>April 15, 2016</b>                    | <b>Final Report prepared for Board of County Commission</b>                                                                                                                                                                                                                                                                    |

The three areas outlined in the Request for Proposal for content areas included: Responsiveness, Fairness, and Professionalism.

### Study Focus – Three Areas Identified



#### **A. Responsiveness**

1. Review the total number of inspections, building permits and plan reviews for the last three years. The zoning and code staff were able to pull complete sets of data for 2014 and 2015, and partial data for 2013.
2. Determine length of time for plan reviews and compare to comparable governments in the region. A minimum of six comparable local governments will be used to conduct a comparison study. A total of ten jurisdictions were contacted, and nine responded.

#### **B. Fairness and Professional**

1. Research what best practices other governments are using to integrate contractor and builder feedback to ensure that staff interactions are fair and professional. A literature review of best practices was completed along with seeking 'best practices' from comparable peers.

2. Interview and/or conduct focus groups with stakeholders. Contractors and builders were invited to a focus group to solicit feedback on the building inspection process and building code enforcement. Three focus groups were conducted January 28, 2016. All contractors who have had permits in the County for the past three years were mailed a letter of invitation. An online and paper survey was also provided to all contractors. In addition, planning commission members, board of zoning appeals, and board of construction appeals were all sent an online survey to solicit their input.

### **C. Best Practices Review**

For the following issues, the consulting firm surveyed regional and comparable local governments and solicited the following information from each. The survey used was expanded based on input from the staff.

1. Value of the Construction, Building Permits and Fee Structure:
  - Determine how the value of construction is determined and is used in calculating the cost of building permits.
  - Do they have policies and procedures for waiving building permit fees?
  - How do other communities handle projects that are unable to be completed by the owner? What is maintained in the record on the property?
  - Do other communities adjust permit fees if the project's value changes during construction? If so, how do they do it?
  - Do other communities have buildings that are constructed without a permit and are later modified? How do they set the permit fee amount and handle pre-existing code issues?
2. Building Codes
  - What versions of the International Building Code have been adopted?
  - What various types of building inspections are conducted?
  - What types of tests are used to verify the validity of work performed during inspections?
  - If new methods of testing should be considered, how do other jurisdictions do that? What process do they use?

### III. FINDINGS AND RECOMMENDATIONS

#### A. Responsiveness

##### Findings:

1. According to participants in the focus groups and results from the online survey, the customer service focus can be improved.
2. According to the Best Practice Research and Peer Group there needs to be more information, education and training offered to the public and contractors.
3. In reviewing other practices by peers and according to the Best Practice Research, the use of electronic submission of applications and materials is being adopted.
4. According to the response of the Peer Group, Douglas County needs to lower their actual timelines for issuance of permits as well as goals for issuance of building permits and completing plan reviews.
5. According to the response of the Peer Group, the County is performing very well for 24 hour inspections.
6. There was not enough data on plan review timelines to provide a finding or recommendation.
7. Staffing for Douglas County is at appropriate levels when compared to peers and using the number of permits issued as a benchmark. However, there are several recommendations in this report that refer to being ‘fully staffed’.

##### Recommendations:

1. **Implement an EZ permit program** for one day permit issuance for the following permits: electrical, mechanical, plumbing and demolition. These changes can only be accomplished if **fully staffed** and additional training for permit technicians. Train administrative officers as permit technicians to facilitate faster response. Ensure complete applications prior to issuing a building permit. Utilize public communication to ensure consistency in applications.
2. **Reduce the following timelines for issuance of permits:** Residential – 7 to 10 days; Residential Additions – 5 days; Commercial – no change from current practice; Accessory Buildings - 7 to 10 days; Agricultural Buildings – no change from current practices; Manufactured or Mobile Homes – 5 days. These changes can only be accomplished if **fully staffed**.
3. **Implement informational sessions and training for contractors.** Develop a series of quarterly informational sessions and follow-up with workshops for contractors to increase education and understanding, and improve customer relations.
4. **Develop a general public education program.** Implement a “permitting 101” workshop for the general public. Increase utility of the website by adding the guidebook and

additional handouts on specific topics such as a “When Do I Need a Building Permit,” “Before You Build,” “Residential Plan Submittal Checklist,” “Commercial Plan Submittal Checklist,” “Required Inspections & Procedures,” and “Inspection Reports & Surveys” (see Boulder County samples in Appendix).

5. **Develop a guidebook for applicants.** The guidebook should detail the process and procedures for building. A guidebook will improve transparency (see Best Practices for an outline of a guidebook).
6. **Integrate customer service training into processes.** The chief building official needs to shadow the plan reviewers and inspectors to provide mentoring and coaching on handling customers. Require all staff to attend customer service training or hold in-house seminars.
7. **Utilize technology to complete inspections in the field.** Technology and connectivity has improved in recent years. The SmartGov program allows for an inspector to complete inspections in the field. This needs to be done in the field online and submitted the same day to improve customer response time.
8. **Review the practice of online submissions.** Review what documents and materials can be submitted online.
9. **Resurvey contractors.** Using the survey developed for this project, and administer the same survey in twelve months to compare progress in all areas.
10. **Modify staff hours during peak times.** This includes modifying the inspector hours during peak times to allow them to get into the field sooner and perhaps stay longer. This could also extend to the front-office window opening earlier in the summer.
11. **Provide dedicated meeting space.** The department needs dedicated meeting space to meet with builders, contractors, or homeowners, and for internal meetings. There is a lot of walk-in traffic, and people need to have space for meetings. A dedicated conference room would be easier for customers and staff.
12. **Revisit staffing levels in six months and one year.** On paper it appears that Douglas County staffing levels are adequate based on peers and number of permits issued. Several recommendations in this report rely on the building official being in the office to make decisions for customers and issue permits. Also several other recommendations impact staff such as training, additional public materials, sessions for contractors, and more. Douglas County is too small in staffing to implement all of the recommendations in this report and account for vacations, illness, and training. There are other creative methods for staffing a small office, including limited use of contractors, seasonal or part time inspectors, and use of overtime.
13. **Staff review and prioritization.** Invite staff to review these findings and recommendations and prioritize recommendations which can be implemented in the next 12 months, consideration should be given to staff levels, resources, and timelines.

## B. Fairness

### Findings:

1. According to participants in the focus groups, results from the online survey, and the Best Practices Research, there is a need for revisions in policy, procedure, and documentation.
2. Douglas County's fees are right in line with the City of Lawrence and peer counties. Franklin County has lower fees, however, it has been since 2008 since their fees were updated. APG finds that Douglas County's general fees for residential and commercial are reasonable compared to Kansas peers including the City of Lawrence. The fee that needs reviewed is the 'plan review' fee. Other peers do use a plan review fee, including the City of Lawrence, Johnson County, and Miami County.

### Recommendations.

1. **Develop and revise policies, procedures, and record-keeping.** Each of the steps in the building review, permitting, and inspection process need to be reviewed for consistency and clarity. Record keeping and documentation for each project needs to be recorded in the SmartGov system. Record-keeping for each review needs to be consistently documented. Record keeping in the field for inspection and follow up needs to be consistent as well, including standardized processes for documentation and correction notices for the customers. A trend in the industry is to use checklists for accuracy and completion. The Chief Building Inspector will need to draft, review, and rewrite policies for all aspects of the Building and Code Service division. This may be accomplished through mentoring with another peer county Chief Building Inspector. This should include a complete set of policies and procedures, flowcharting of processes, checklists for both the customer and staff, and steps in documentation procedures including use of checklists and correction notices (see Best Practices). Revised systems with policies, procedures and record-keeping will improve fairness and consistency.
2. **Publish method used to calculate fees.** The method used to calculate fees is based on the valuation of properties. There is a method of 'self-reporting' and checking those 'self-reports' with numbers from the International Code Council (ICC). Outlining in policy how fees are calculated will educate the public and provide consistency in establishing those fees. The County should publish a method, which is widely acceptable such as following the ICC guidelines which are updated annually.
3. **Improve practices by partnering with a peer county.** The Chief Building Inspector, Plan Reviewers, and Inspectors shadow a peer county from the survey specifically to review their practices.
4. **Resolve differences between contractors and staff quickly.** Utilize the Chief Building Inspector to mediate differences between the plan reviewer, the inspector, and contractors. Also utilize the International Code Council to get resolution on issues where there is a difference of opinion.

5. **Implement a general contractor licensing or registration program.** A licensing and registration program for general contractors should be implemented similar to the City of Lawrence. This was an outcome of the focus groups and recommended by contractors. Such a program will allow for more communication and training with contractors.
6. **Provide for minor changes in the fee structure.** There is no recommendation for general fee changes in the structure for residential and commercial. Douglas County should follow the use of a plan review fee as their peers. This should improve the quality of documents submitted for plan review and reduce the number of 're-reviews'.
7. **Staff review and prioritization.** Invite staff to review these findings and recommendations and prioritize recommendations which can be implemented in the next 12 months, consideration should be given to staff levels, resources, and timelines.

### C. Professionalism

#### Findings:

1. According to participants in the focus groups and results from the online survey, the staff are highly knowledgeable; the handling of customer interactions is where the customers believe a greater degree of professionalism is required.

#### Recommendations.

1. **Develop an individual training plan for each staff member.** Develop a training plan for each individual to maintain current skills and expand their knowledge base. Specifically follow ICC recommendations for inspection and plan review, hours of training, and refresher courses. Utilize low-cost training for administrative officers to increase their knowledge on an annual basis, such as ICC's Building Permit Tech Institute. Provide additional 'permit technician' training for administrative officers on an annual basis either through conference attendance or online training through the ICC.
2. **Continue cross training.** Douglas County's staff numbers are small, and it is difficult to create specialists in a small office. When a staff member is gone for vacation, someone has to fill in for staff in permitting, plan review, and building inspection functions.
3. **Conduct internal audits.** The Chief Building Inspector should audit a sample of plan reviews, inspections, and reporting for quality control, professional approach, and documentation monthly.
4. **Fully use technology.** For the staff to fully use and implement SmartGov, additional training is needed. Not all of the staff use the software to its fullest capability. The staff needs additional support to use it fully. There are features that the public can access; however, there will need to be additional training to complete that step. Additionally, the staff in the field should be using more current technology with a smart phone. They should be accessing schedules, drawings, reports, data, and building codes, and they

should take photos and download them to their reports. They should be using a tablet or laptop for field inspections and data entry.

5. **Staff review and prioritization.** Invite staff to review these findings and recommendations and prioritize recommendations which can be implemented in the next 12 months, consideration should be given to staff levels, resources, and timelines.

#### IV. BEST PRACTICES - BASED ON LITERATURE REVIEW

##### A. Responsiveness

**1. Develop mutual understanding between local government and stakeholders.** There needs to be a concerted effort to break down barriers and communication issues between the County staff and the public they serve. This should include all stakeholders: applicants, consultants, local, state and federal agencies, elected officials, and the general public. Many suggestions were provided: technical seminars for trade industry, workshops for the public on the permitting process – “Permitting 101”, collaboration sessions with multiple agencies to reduce issues and increase cooperation; and training for elected officials in the basics of permitting and building inspection (ORA, 2008, p 14). Taking it a step further, the American Institute of Architects has designed simulations and activities that may provide a model for local training. Many topics are available, including simulations on the “Building Permit Submittal Process” (AIA, 2013, p. 220).

**2 Provide a guidebook to applicants.** As part of fostering understanding, localities need their own “User’s Guide to Local Permitting.” This should be a guidebook to help communicate clearly and efficiently with the applicant. It also ensures that everyone has the same information from the beginning. The contents of the guidebook should be comprehensive (MARPA, 2007, p. 5-6).

##### *Sample Outline*

###### *Introduction*

*Purpose of the Guidebook*

*List of activities that require permits/approvals*

###### *Contacts, Departments, Boards*

*Staff contacts*

*Meeting schedules*

*Board members*

*Agencies and departments*

*List of permits issued*

*Process for obtaining a permit*

*Timeframe for public hearing*

*Timeframe for decision*

*Appeals procedure*

*Fee Schedule*

*Applicable local, state, and federal statutes*

###### *Permits*

*Create a matrix for all of the permits and licenses issued for quick reference*

###### *Process*

*Provide description and documentation of the process*

*Provide permitting flow charts and checklists*

**3. Provide customer service training.** Building Inspection and Code Services is an area of local government where compliance is the underpinning to protecting public health and welfare. Customer service does not mean giving the customer what they want or adopting the motto the “customer is always right;” that simply isn’t realistic in building inspection and code service. However, training for staff from the front office to the Chief Building Official is important in maintaining professional relationships with the citizenry. “Great customer service for inspectors is absolutely necessary to gain the public trust, build credibility for the department, and achieve the ultimate goal of ensuring safe building in the community.” “The goal for the inspector is to be respected as knowledgeable, fair and helpful, not feared.” “Contractors and owners expect the building department to deliver certain basic services, including accurate information, answers to inquiries, follow up when promised, punctuality and courteous behavior” (Van Note, 2014 p, 86-87).

According to Svava (2015, p. 58) the key components to partnering with the public includes the following customer service components:

- Available. A person available to help in person, by phone, or online.
- Listen. Public servants need to seek to understand what is being asked.
- Help. The customer will not “always be right;” the goal should be to help resolve customer needs.
- Personalize. Connect to the customer with a personalized response.
- Prompt. Answers to questions should be given in a timely manner. Most organizations establish a 24-hour turnaround on answering questions.
- Courteous. Be friendly and polite; consider the customer.

**4. Building engagement and transparency in the process.** The goal here is to “bring citizens together in partnership with local government to make decisions and address shared needs” (Svava, 2015, p. 28). Local government has multiple goals or needs in involving citizens. The most common by Nabatchi (2012, p. 10) includes:

- Inform the public: let citizens know about issues, changes, resources, and policies.
- Explore an issue: help citizens learn about a topic or problem.
- Transform a conflict: help resolve disagreements and improve relations among groups.
- Obtain feedback: understand citizen views of an issue, problem, or police.
- Generate ideas: help create new suggestions and alternatives.
- Collect data: gather information about citizen’s perceptions, concerns, needs, values, interest, etc.
- Identify problems: get information about current and potential issues.
- Build capacity: improve the community’s ability to address issues.
- Develop collaboration: bring groups and people together to address an issue.
- Make decisions: make judgments about problems, alternatives, and solutions.

Svara (2015) documents multiple methods and tools for increasing citizen engagement and involvement leading to more open government. Some of those that directly apply to building and codes include the following:

- Using surveys, citizen panels, and focus groups.
- Sharing information: discussing, educating, and envisioning.
- Utilizing the Internet and social media.
- Deliberation and dialogue.
- Perspectives on service delivery and performance measurement.
- Changing organizational process and attitudes.

Nabatchi (2012) provides similar guidance to local government managers in *The National League of Cities, "Planning for Stronger Local Democracy: A field Guide for Local Officials."* Nabatchi outlines similar practices described by Svara (2015), but goes further to discuss multiple methods from online participation to small face-to-face listening sessions. More important, there is a focus on 'rethinking' Boards and Commissions, and questioning who participates and whether they represent the 'community.' "Members of these bodies are often appointed with the understanding that part of their mission is to represent a particular interest group or segment of the population. But this may not be an appropriate or effective role for commission or panel members. Instead of asking these people to be representative leaders, speaking on behalf of others, we should perhaps be asking them to be 'engagement leaders' who are adept at bringing large numbers of people to the table." Says Robin Beltramin, a city councilmember in Troy, Michigan.

## **B. Fairness**

**1. Engage Stakeholders Early.** The customer can range from the person inquiring about building an addition to a large commercial project. Local governments that do this well provide experienced senior staff at the counter and answering the telephone. For those projects that are more complex, using a pre-application meeting to meet with potential contractors and developers helps answer questions early and avoid pitfalls.

**2. Ensure Complete Applications.** Jurisdictions need to define 'what is a complete application' and communicate this to customers. A popular tool is to use an intake checklist. Many jurisdictions adopt these administratively. A good intake checklist identifies the information that staff need for conclusive review. If items are missing, these need to be highlighted and returned with an explanation. Only complete applications should be accepted (ORA, 2008, p. 17). "Well drafted permit submittal requirements from permit granting boards and commission help encourage uniformity in the review process" (MARPA, 2007, p. 11).

**3. Effective Pre-Application Process.** “The purpose of the pre-application meetings is for representatives from the municipality’s permitting boards, the property owners, developers and their consultants to meet prior to the submittal of a formal application to discuss the development concept, potential issues and concerns.” These consultant meetings promote better communication between the ... boards and the applicants. (MARPA, 2007, o. 15) In county practice, this may be modified and used less extensively; however, the practice and concept is still valuable. “To be effective, pre-application conferences must clarify all application information requirements and detail the process (including timelines) through which the application, once submitted, will be reviewed and acted upon. Agency contact persons must be identified and their contact information provided. Project proponents must be warned of potential red flags and the persons/agencies to contact for working out problems.” (ORA, 2008, p16). Pre-Application meetings tend to be for larger, more complex projects requiring multiple agency partners such as fire, health, engineering, road and bridge, and more.

**4. Effective Site Plan Review.** This requires a higher level of involvement, including the shared Planner. To assist applicants in the site-plan review process, there needs to be guidance about when it is required and what is expected. There should be criteria for layout, scale, appearance, safety, and impacts as outlined by policy or code. Outline what is expected in a site plan review. As a rural jurisdiction, the level and in-depth nature will vary greatly from a municipality. However, setting expectations of what is included and required is the best practice (MARPA, 2007, p. 29).

**5. Use Information Technology.** There is a wide range of terms included in information technology. For the most part, this practice involves using an electronic permit tracking system, providing online access to the public for services – forms, code, standards, maps, and aerial photos. Project management and workflow software may be included here. Provide remote access for inspectors in the field to department records and materials. In many jurisdictions, applicants are allowed to submit online for simple permits, mechanical, electrical, plumbing and standard building permit plans (ORA, 2008, p 20). An additional best practice is for staff to visit other local jurisdictions to review information technology systems and see what is and is not working well. “Communities use their websites as one-stop permitting and development centers in an effort to direct and streamline the permitting process” (MARPA, 2007, p.36). Edmonton, Alberta, a large urban Canadian city, was recently cited by Planning Practice as a city that had made the shift to being an online model community for building and zoning practices (Read, 2007). The City’s tools to automate their practices required no specialized software to implement. One of the big advantages of the system is the notifications provided to all parties about status of progress. This assists with moving projects through in a timely manner.

The AIA has outlined best practices for Electronic Plan Submittal, Review, Tracking and Storage in a white paper (2007) that discusses traditional approaches versus conversion to online submittals. The percent of jurisdictions using online plan submittal is very low at less than 2%.

There is good reason to assume this number is much higher today, almost nine years later. However, no doubt one of the reasons for a low adoption rate is cost for local government.

The paper discusses the benefits of conversion, which are mostly increases in complete applications, improved accuracy in documents received, enhanced revenues for jurisdictions, ability for multiple departments to conduct a few, and eliminating space issues associated with large copies or blueprints.

**6. Standardize Process and Provide Documentation.** The framework for providing a standard process and documentation of best practices includes the following:

6A. Strong policies and procedures. Provide written policies and guidelines to ensure a standard process. *“Many building safety departments favor guidelines and procedures to build consistency among inspectors.” “Written policies and procedures can serve a dual purpose – to facilitate consistency in the inspection process and to better inform the public about building department operations. (Van Note, 2014, p. 34-35).”*

6B. Flow charts and checklists. These guide applicants through the permitting process and are valuable resources. A flow chart can outline the steps in the process, and a checklist provides assurance about who is to provide what information in the process. The checklist should include the application phase, public hearing phase, and the decision phase (MARPA, 2007, p. 7-8). Checklists for the inspection process also provide guidance to applicants/owners in setting expectations. Some jurisdictions may resist using checklists, knowing there will be items that come up that need attention, which may not be listed on a checklist.

*“Initial steps to improve consistency often start with thoughts to develop inspection checklists. On the plus side they provide a permanent record of what has been inspected and approved in addition to any code deficiencies that have been identified. Having a list to follow encourages consistency among inspectors. The problem with inspection checklists begins to surface immediately when a building safety department tries to develop and implement them. Construction and the codes that regulate construction are complex (Van Note, 2014, p. 33-35).”*

*“Even if checklists are only developed for wood-framed residential construction, there are practical difficulties. What level of detail is necessary? (Van Note, 2014, p. 33-35).”*

*“A one-page general checklist might be manageable but of limited value.”*

6C. Documentation and communication. All communication needs to be well documented and entered into the tracking system. Written communication in inspection should include the following: inspection approval, deficiency or correction notices, or field notes that record the results of the field inspections and document the conversation with the owners or contractors. One tool to help bring these items together is to develop a training program internally for new inspectors and plan reviewers.

The department needs a standard process for providing written communication that is clear, concise, and timely. “Whether it’s a correction notice, memo to the builder or field notes for the file, the same basic principles apply. First of all, these notes should be written as they might be read by anyone – an elected official, a judge, a manager, a reporter, a property owner, other contractors or the public (Van Note, 2014, p. 117).

**7. Finding Alternatives to Meet the Intent of Code.** As Van Note (2014) emphasizes in his work “Inspector Skills,” there needs to be room for decision making and seeking alternatives to meet the intent of the code. This is often a challenge because some cases simply cannot be met, while other are more obvious. “As part of the decision-making process, the skilled and successful inspector keeps an open mind and, when necessary, explores alternatives to satisfy the intent of the code. It’s worth repeating here that an understanding of the framework and technical requirements of the code is prerequisite to determining intent and making good judgments on alternatives. The primary duty of the inspector must always be to ensure that construction meets the minimum standards of the code (Van Note, 2014, p. 23).

## **C. Professionalism**

**1. Adequate Staffing and Cross Training.** In small municipalities or rural areas, this can be an issue. In general, designating a point person for applicants increases satisfaction (MARPA, 2007, p. 34). The Department of Management Services for Virginia Beach conducted an extensive Evaluation of City Inspections Programs Provided by the Departments of Housing, Planning and Fire (May, 2011). One of the results of the study was the establishment of training levels and cross training components among building code inspectors, supervisors and plan examiners. “The majority of building code inspectors, supervisors and plan examiners are cross trained and possess multiple certifications to work outside their primary area of expertise. All building inspectors and their supervisors are certified in residential and commercial building...” Other trade inspectors (plumbing, mechanical) are also cross trained. “As such these cross trained inspectors can perform various types of basic inspections.” On average they found maintenance of training for inspection knowledge required 170 hours on an annual basis per inspector. Top practices identified by California’s Building Department Title 24 Training and Process Improvement Program also found “On Site Training” with an experienced building official was important in best practice. They also found “Use of Technology by Building Inspectors” as a best practice, which included in-the-field tools for completion of inspection and delivery of information to clients (p. 15). In one case, the internal training was delivered over lunch periods, which was convenient to inspectors.

Another aspect of enforcement is taking into account current staffing levels. “Building officials and inspectors make a number of choices in deciding how to enforce building codes. One key choice made by agencies is the level of effort put into the enforcement of code provisions. The number of agency staff and their workloads in part determines this level. It can vary from

strong enforcement, involving numerous repeat inspections of a given site, to weak enforcement, emphasizing checks of paper records and limited on-site inspections (Burby, 2000, p. 144). The key message here is that local government will not be able to have a strong enforcement program without the proper staffing levels.

**2. Providing leadership.** ICMA recently released the latest research in the 18 core areas critical for effective local government management (Practices for Effective Local Government Management, ICMA, undated available at ICMA University), which includes an emphasis on leadership. Under the 18 core areas critical for local government management, the first area listed is 'Staff Effectiveness,' which includes "Team Leadership" and the responsibility of team leaders. Defined as: Facilitating Teamwork (requires the knowledge of team relations; ability to direct and coordinate group efforts, skill in leadership techniques). Also under "Policy Facilitation" is "Facilitative Leadership," which encompasses building cooperation and consensus. Both of the areas are common in other areas of best practices in local government.

**3. Training.** Best practices extend beyond staff training to include the public, boards and elected officials. "Educational and training for regulatory board members and staff would pay immediate benefits in clarity, timeliness, competence, and defensible decisions" (MARPA, 2007, p. 35). Van Note (2014) outlines several elements of a training program that should be included in a Building Code and Inspection department. Those items include the following: Formal training, in-house training, staff meetings, mentoring, encouragement, recognition, ensuring work is engaging, written department policies and procedures, incentives for certification, and chapter and regional meetings (Van Note, March 2014, p7-8). "Staff Effectiveness" was the number one item listed. Importantly, these practices extend beyond classroom training. ICMA identified four areas:

- Coaching/Mentoring: Providing direction, support, and feedback to enable others to meet their full potential.
- Team Leadership: Facilitating teamwork, skills in leadership techniques.
- Empowerment: Creating a work environment that encourages responsibility and decision making.
- Delegating: Assigning responsibility to others.

The ISO Report for Douglas County (2013) found that when comparing current levels of training to state and national averages, the County was above the State Average but below the National Average in all areas (p. 5).

**4. Physical Proximity of Staff.** The co-location of staff can improve communication and efficiency. In jurisdictions this may be combining, planning, zoning, and building inspection with health, historic preservation, and public works (MARPA, 2007, p. 19).

**5. Flexible Staffing.** This practice is being adopted by local jurisdictions to respond to peak periods of the year. Organizations make provisions to maintain performance during high

volume periods or quickly add skilled professionals when needed. This involves using temporary staff, on-call specialists, contracting out for service, or using interlocal agreements. Added to this could be judicious use of overtime for current personnel (ORA, 2008, p. 26).

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## V. BENCHMARK COUNTIES AND COMMUNITIES

**Benchmark Survey for Inspection and Building Code Services.** The survey group identified from the group below comprised of in-state and out-of-state peers. Those without an adopted building code will not be surveyed. In Kansas, eight of the 105 counties have adopted complete or partial building codes. Shawnee County is in the process of adopting building codes, and Saline County has a partial adoption. The other Kansas County that has an adopted building code but is not on the list below is Sedgwick County. Select counties in Colorado, Missouri, and Iowa were added to the survey list below to review practices outside of the State of Kansas.

| Geographic Location        | Population | Department Name                                              | Building Code     |
|----------------------------|------------|--------------------------------------------------------------|-------------------|
| Boone County, Missouri     | 172,717    | Boone County Resource Management                             | Yes               |
| Boulder County, Colorado   | 313,333    | Building Safety and Inspection Services                      | Yes               |
| Butler County, Kansas      | 66,227     | Planning and Development                                     | Yes               |
| Douglas County, Kansas     | 116,585    | Zoning and Codes                                             | Yes               |
| Franklin County, Kansas    | 25,611     | Planning and Building Planning, Development & Sustainability | Yes               |
| Johnson County, Iowa       | 142,287    |                                                              | Yes               |
| Johnson County, Kansas     | 574,272    | Building Codes                                               | Yes               |
| Larimer County, Colorado   | 324,122    | Community Development                                        | Yes               |
| Lawrence, Kansas           | 92,763     | Planning and Development Services                            | Yes               |
| Miami County, Kansas       | 32,822     | Building Code Services                                       | Yes               |
| Wyandotte County, Kansas   | 161,636    | Building Inspection                                          | Yes               |
| Leavenworth County, Kansas | 78,797     | Planning and Zoning                                          | No                |
| Riley County, Kansas       | 75,194     | Planning and Development                                     | No                |
| Shawnee County, Kansas     | 178,406    | Planning Department                                          | No                |
| Saline County, Kansas      | 55,755     | Planning and Zoning                                          | No, Partial only. |

## **Findings from Benchmark Survey:**

The Benchmark Survey results provide the data responses by peers and include two years of data for Douglas County. The sections include the responses by tables, review of rates/fees charged, and open-ended responses.

- 1. Staffing for Douglas County is at appropriate levels.** This is based on total permits divided by the number of staff dedicated to Building Permit, Inspection, and Plan Review functions. The average of Kansas Counties for building permits is 103 permits per full-time staff member. Douglas County was at 101 in 2015 and 104 in 2016. The level of data collection by Kansas counties in counting number of inspections and plan reviews varied based on their data collection system. APG does recommend review staffing in six and twelve months given the recommendations made in this report.
- 2. The data for length of time for 'issuing' permits was somewhat varied as well.** In reviewing this data for Douglas County, their tracking system 'opens a file' for permits that may not be complete, which skews significantly the data for 'average time to issue a permit.' In reviewing this with other peers, this was not the case. Therefore, the data appears as if it may take a longer period in Douglas County; however, the permit information may not be complete when the 'clock starts ticking.' What was learned is that the 'target' to complete issuance of permits by peer cities and counties is a lower target than currently used in Douglas County. Douglas County's goal to issue a permit in 14 days was the highest of all respondents. APG confirmed with all respondents whether they were calculating business days/working days or calendar days. **All data responses were converted to "business days/working days".**
- 3. The inspection turnaround schedule and targets by Douglas County are right on track with peers.** Some peers are able to schedule tighter inspection turnarounds. There are more inspection staff, which allows that possibility. It is unlikely Douglas County could turn inspections around in the same day given that staff are already out in the field conducting inspections. However, in interviewing the staff, they do make every attempt to meet an urgent request, such as a concrete pour.
- 4. The plan review timelines were not well established by peers to make any findings.** In most cases this item was not tracked by most peers.

## A. Data Responses by Peers

The “Average Kansas Counties” in the following charts reflect responses from Butler, Franklin, Johnson, Miami, and Wyandotte counties for the year 2015.

| <b>Table 1. Total Permits by Respondent</b> | Year | Total Permits | Total Staff FTE (Building Permit, Inspection, Plan Review) | Rate Staff to Total Permits | Residential Permits | Rate Staff to Total Residential Permits | Residential Remodel (including decks) | Rate Staff to Total Residential Permits |
|---------------------------------------------|------|---------------|------------------------------------------------------------|-----------------------------|---------------------|-----------------------------------------|---------------------------------------|-----------------------------------------|
| Douglas County, Kansas                      | 2015 | 329           | 3.25                                                       | 101                         | 40                  | 12                                      | 29                                    | 9                                       |
| Douglas County, Kansas                      | 2014 | 389           | 3.75                                                       | 104                         | 45                  | 12                                      | 22                                    | 6                                       |
| Lawrence, Kansas                            | 2015 | 1763          | 7.5                                                        | 235                         | 259                 | 35                                      | 223                                   | 30                                      |
| Butler County, Kansas                       | 2015 | 634           | 3                                                          | 211                         | 28                  | 9                                       | 70                                    | 23                                      |
| Franklin County, Kansas                     | 2015 | 114           | 3.5                                                        | 33                          | 15                  | 4                                       | 18                                    | 5                                       |
| Johnson County, Kansas                      | 2015 | 377           | 5                                                          | 75                          | 38                  | 8                                       | 127                                   | 25                                      |
| Miami County, Kansas                        | 2015 | 316           | 4.5                                                        | 70                          | 43                  | 10                                      | 27                                    | 6                                       |
| Wyandotte County, Kansas                    | 2015 | 939           | 7.5                                                        | 125                         | 132                 | 18                                      | 550                                   | 73                                      |
| Boone County, Missouri                      | 2015 | 902           | 8                                                          | 113                         | 248                 | 31                                      | 169                                   | 21                                      |
| Boulder County, Colorado                    | 2015 | 2125          | 14.5                                                       | 147                         | 59                  | 4                                       | 346                                   | 24                                      |
| Larimer County, Colorado                    | 2015 | 3215          | 10.5                                                       | 306                         | 186                 | 18                                      | 519                                   | 49                                      |
| Average Kansas Counties                     | 2015 | 476           | 4.7                                                        | 103                         | 51.2                | 10                                      | 158                                   | 27                                      |

| <b>Table 2. Total Inspections<br/>by Respondent</b> | <b>Year</b> | <b>Total Inspections</b> | <b>Total Staff FTE<br/>(Building Permit,<br/>Inspection, Plan<br/>Review)</b> | <b>Rate Staff to Total<br/>Inspections</b> |
|-----------------------------------------------------|-------------|--------------------------|-------------------------------------------------------------------------------|--------------------------------------------|
| Douglas County, Kansas                              | 2015        | 1243                     | 3.25                                                                          | 382                                        |
| Douglas County, Kansas                              | 2014        | 1389                     | 3.75                                                                          | 370                                        |
| Lawrence, Kansas                                    | 2015        | 8616                     | 7.5                                                                           | 1149                                       |
| Butler County, Kansas                               | 2015        |                          | 3                                                                             |                                            |
| Franklin County, Kansas                             | 2015        |                          | 3.5                                                                           |                                            |
| Johnson County, Kansas                              | 2015        | 2655                     | 5                                                                             | 531                                        |
| Miami County, Kansas                                | 2015        |                          | 4.5                                                                           |                                            |
| Wyandotte County, Kansas                            | 2015        | 14817                    | 7.5                                                                           | 1976                                       |
| Boone County, Missouri                              | 2015        | 4618                     |                                                                               |                                            |
| Boulder County, Colorado                            | 2015        | 6361                     | 14.5                                                                          | 439                                        |
| Larimer County, Colorado                            | 2015        | 8981                     | 10.5                                                                          | 855                                        |
| Average Kansas Counties                             | 2015        | not enough data          |                                                                               |                                            |

| <b>Table 3. Type of Permit<br/>Residential Single Family<br/>(excluding modular homes)</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|--------------------------------------------------------------------------------------------|-------------|----------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County Kansas                                                                      | 2015        | 40                   | 10                                                            | 10                                                                                                                 | 10                                          | 10                                                                                                        |
| Douglas County Kansas                                                                      | 2014        | 45                   | 6                                                             | 6                                                                                                                  | 10                                          | 10                                                                                                        |
| Lawrence, Kansas (includes<br>duplexes)                                                    | 2015        | 259                  | 2.6                                                           | 2.6                                                                                                                | 5                                           | 5                                                                                                         |
| Butler County, Kansas                                                                      | 2015        | 28                   | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Franklin County, Kansas                                                                    | 2015        | 15                   | 5                                                             | 5                                                                                                                  | 4                                           | 4                                                                                                         |
| Johnson County, Kansas                                                                     | 2015        | 38                   | 9                                                             | 9                                                                                                                  | 7 to 10<br>days                             | 7                                                                                                         |
| Miami County, Kansas                                                                       | 2015        | 43                   | 5 to 7                                                        | 5                                                                                                                  | 5 to 10<br>days                             | 5                                                                                                         |
| Wyandotte County, Kansas                                                                   | 2015        | 132                  | 5 to 10                                                       | 5                                                                                                                  | 5 to 10<br>days                             | 5                                                                                                         |
| Boone County, Missouri                                                                     | 2015        | 248                  | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Boulder County, Colorado                                                                   | 2015        | 59                   | 20 to 35                                                      | 20                                                                                                                 | ASAP                                        | ASAP                                                                                                      |
| Larimer County, Colorado                                                                   | 2015        | 186                  | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                                                                    | 2015        | 51.2                 |                                                               | 5.0                                                                                                                |                                             | 4.4                                                                                                       |

| <b>Table 4. Type of Permit<br/>Commercial Building</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|--------------------------------------------------------|-------------|----------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County, Kansas                                 | 2015        | 27                   | 8                                                             | 8                                                                                                                  | 10                                          | 10                                                                                                        |
| Douglas County, Kansas                                 | 2014        | 41                   | 8                                                             | 8                                                                                                                  | 10                                          | 10                                                                                                        |
| Lawrence, Kansas                                       | 2015        | 22                   | 7.9                                                           | 7.9                                                                                                                | 15                                          | 15                                                                                                        |
| Butler County, Kansas                                  | 2015        | 4                    | 2                                                             | 2                                                                                                                  | 2                                           | 2                                                                                                         |
| Franklin County, Kansas                                | 2015        | 1                    | 14                                                            | 14                                                                                                                 | 4                                           | 4                                                                                                         |
| Johnson County, Kansas                                 | 2015        | 3                    | 45                                                            | 45                                                                                                                 | varied                                      | varied                                                                                                    |
| Miami County, Kansas                                   | 2015        | 20                   | 10 to 15                                                      | 10                                                                                                                 | <20 days                                    | 19                                                                                                        |
| Wyandotte County, Kansas                               | 2015        | 19                   | 5 to 10                                                       | 5                                                                                                                  | 5 to 10                                     | 5                                                                                                         |
| Boone County, Missouri                                 | 2015        | 18                   | 10                                                            | 10                                                                                                                 | 21                                          | 21                                                                                                        |
| Boulder County, Colorado                               | 2015        | 12                   | 20 to 28                                                      | 20                                                                                                                 | None-as<br>quickly as<br>possible           | None-as<br>quickly as<br>possible                                                                         |
| Larimer County, Colorado                               | 2015        | 31                   | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                                | 2015        | 9.4                  |                                                               | 15.2                                                                                                               |                                             | 7.5                                                                                                       |

| <b>Table 5 Type of Permit<br/>Commercial Building Addition</b> | <b>Year</b> | <b>Number Issued</b>         | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|----------------------------------------------------------------|-------------|------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County, Kansas                                         | 2015        | 1                            | 8                                                             | 8                                                                                                                  | 10                                          | 10                                                                                                        |
| Douglas County, Kansas                                         | 2014        | 2                            | 8                                                             | 8                                                                                                                  | 10                                          | 10                                                                                                        |
| Lawrence, Kansas                                               | 2015        | 168                          | 7.9                                                           | 7.9                                                                                                                | 15                                          | 15                                                                                                        |
| Butler County, Kansas                                          | 2015        | 3                            | 2                                                             | 2                                                                                                                  | 2                                           | 2                                                                                                         |
| Franklin County, Kansas                                        | 2015        |                              |                                                               |                                                                                                                    |                                             |                                                                                                           |
| Johnson County, Kansas                                         | 2015        | 6                            | 45                                                            | 45                                                                                                                 | varied                                      | varied                                                                                                    |
| Miami County, Kansas                                           | 2015        | included<br>in<br>commercial |                                                               |                                                                                                                    |                                             |                                                                                                           |
| Wyandotte County, Kansas                                       | 2015        | 130                          | 5 to 10                                                       | 5                                                                                                                  | 5 to 10                                     | 5                                                                                                         |
| Boone County, Missouri                                         | 2015        | 37                           | 10                                                            | 10                                                                                                                 | 21                                          | 21                                                                                                        |
| Boulder County, Colorado                                       | 2015        | 13                           | 20 to 28                                                      | 20                                                                                                                 | None-as<br>quickly as<br>possible           | None-as<br>quickly as<br>possible                                                                         |
| Larimer County, Colorado                                       | 2015        | 68                           | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                                        | 2015        | not<br>enough<br>data        |                                                               | not enough<br>data                                                                                                 |                                             | not enough<br>data                                                                                        |

| <b>Table 6. Type of Permit<br/>Residential Additions<br/>(alterations, attached garage,<br/>porch, sunroom, basement<br/>finish)</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County, Kansas                                                                                                               | 2015        | 29                   | 2.5                                                           | 2.5                                                                                                                | 10                                          | 10                                                                                                        |
| Douglas County, Kansas                                                                                                               | 2014        | 22                   | 3                                                             | 3                                                                                                                  | 10                                          | 10                                                                                                        |
| Lawrence, Kansas                                                                                                                     | 2015        | 223                  | 2.6                                                           | 3.6                                                                                                                | 5                                           | 5                                                                                                         |
| Butler County, Kansas                                                                                                                | 2015        | 63                   | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Franklin County, Kansas                                                                                                              | 2015        | 13                   | 5                                                             | 5                                                                                                                  | 4                                           | 4                                                                                                         |
| Johnson County, Kansas                                                                                                               | 2015        | 84                   | 6                                                             | 6                                                                                                                  | 7 to 10                                     | 7                                                                                                         |
| Miami County, Kansas                                                                                                                 | 2015        | 27                   | 5 to 7                                                        | 5                                                                                                                  | 5-10 days                                   | 5                                                                                                         |
| Wyandotte County, Kansas                                                                                                             | 2015        | 550                  | 5 to 10                                                       | 5                                                                                                                  | 5-10<br>working<br>days                     | 5                                                                                                         |
| Boone County, Missouri                                                                                                               | 2015        | 169                  | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Boulder County, Colorado                                                                                                             | 2015        | 346                  | 10 to 20                                                      | 10                                                                                                                 | None-as<br>quickly as<br>possible           | None-as<br>quickly as<br>possible                                                                         |
| Larimer County, Colorado                                                                                                             | 2015        | 433                  | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                                                                                                              | 2015        | 147.4                |                                                               | 4.4                                                                                                                |                                             | 4.4                                                                                                       |

| <b>Table 7. Type of Permit<br/>Residential Deck</b> | <b>Year</b> | <b>Number Issued</b>               | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|-----------------------------------------------------|-------------|------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County, Kansas                              | 2015        | see<br>residen-<br>tial add.       |                                                               |                                                                                                                    |                                             |                                                                                                           |
| Douglas County, Kansas                              | 2014        | see<br>residen-<br>tial add.       |                                                               |                                                                                                                    |                                             |                                                                                                           |
| Lawrence, Kansas                                    | 2015        | not<br>tracked                     | 2.6                                                           | 2.6                                                                                                                | 5                                           | 5                                                                                                         |
| Butler County, Kansas                               | 2015        | 7                                  | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Franklin County, Kansas                             | 2015        | 5                                  | 3                                                             | 3                                                                                                                  | 3                                           | 3                                                                                                         |
| Johnson County, Kansas                              | 2015        | 43                                 | 7                                                             | 7                                                                                                                  | 7 to 10                                     | 7                                                                                                         |
| Miami County, Kansas                                | 2015        |                                    |                                                               |                                                                                                                    |                                             |                                                                                                           |
| Wyandotte County, Kansas                            | 2015        | included<br>in<br>residen-<br>tial | same day                                                      | 0                                                                                                                  | same day                                    | 0                                                                                                         |
| Boone County, Missouri                              | 2015        |                                    | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Boulder County, Colorado                            | 2015        | not<br>separate<br>record          |                                                               |                                                                                                                    |                                             |                                                                                                           |
| Larimer County, Colorado                            | 2015        | 86                                 | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                             | 2015        | 18.3                               |                                                               | 2.8                                                                                                                |                                             | 2.8                                                                                                       |

| <b>Table 8. Type of Permit<br/>Accessory Building (excluding<br/>agricultural use buildings)</b> | <b>Year</b> | <b>Number Issued</b>  | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|--------------------------------------------------------------------------------------------------|-------------|-----------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County, Kansas                                                                           | 2015        | 74                    | 10                                                            | 10                                                                                                                 | 10                                          | 10                                                                                                        |
| Douglas County, Kansas                                                                           | 2014        | 54                    | 9                                                             | 9                                                                                                                  | 10                                          | 10                                                                                                        |
| Lawrence, Kansas                                                                                 | 2015        | 47                    | 2.6                                                           | 2.6                                                                                                                | 5                                           | 5                                                                                                         |
| Butler County, Kansas                                                                            | 2015        | 91                    | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Franklin County, Kansas                                                                          | 2015        | 35                    | 5                                                             | 5                                                                                                                  | 4                                           | 4                                                                                                         |
| Johnson County, Kansas                                                                           | 2015        | 32                    | 9                                                             | 9                                                                                                                  | 7 to 10                                     | 7                                                                                                         |
| Miami County, Kansas                                                                             | 2015        | 95                    | 5 to 7                                                        | 5                                                                                                                  | 5 to 7                                      | 5                                                                                                         |
| Wyandotte County, Kansas                                                                         | 2015        | not<br>separ-<br>ated | 5 to 10                                                       | 5                                                                                                                  | 5 to 10                                     | 5                                                                                                         |
| Boone County, Missouri                                                                           | 2015        | 135                   | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Boulder County, Colorado                                                                         | 2015        | 43                    | 15 to 30                                                      | 15                                                                                                                 | None-as<br>quickly as<br>possible           | 0                                                                                                         |
| Larimer County, Colorado                                                                         | 2015        | 446                   | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                                                                          | 2015        | 63.3                  |                                                               | 5                                                                                                                  |                                             | 4.4                                                                                                       |

| <b>Table 9. Type of Permit<br/>Agricultural Building</b> | <b>Year</b> | <b>Number Issued</b>  | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|----------------------------------------------------------|-------------|-----------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County, Kansas                                   | 2015        | 15                    | 5                                                             | 5                                                                                                                  | 10                                          | 10                                                                                                        |
| Douglas County, Kansas                                   | 2014        | 54                    | 9                                                             | 9                                                                                                                  | 10                                          | 10                                                                                                        |
| Lawrence, Kansas                                         | 2015        | n/a                   | n/a                                                           | n/a                                                                                                                | n/a                                         | n/a                                                                                                       |
| Butler County, Kansas                                    | 2015        | 20                    | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Franklin County, Kansas                                  | 2015        | 31                    | EXEMP-<br>TIONS FILED                                         | EXEMPTIONS<br>FILED                                                                                                | NO<br>PERMITS<br>ISSUED                     | NO PERMITS<br>ISSUED                                                                                      |
| Johnson County, Kansas                                   | 2015        | 23                    | 6                                                             | 6                                                                                                                  | 7 to 10                                     | 7                                                                                                         |
| Miami County, Kansas                                     | 2015        | 35                    | Zoning dept                                                   | Zoning dept                                                                                                        |                                             |                                                                                                           |
| Wyandotte County, Kansas                                 | 2015        | not sepa-<br>rated    | 5 to 10                                                       | 5                                                                                                                  | 5 to 10                                     | 5                                                                                                         |
| Boone County, Missouri                                   | 2015        | n/a                   | not required                                                  | not required                                                                                                       | not<br>required                             | not required                                                                                              |
| Boulder County, Colorado                                 | 2015        | 67                    | 10 to 20                                                      | 10 to 20                                                                                                           | None-as<br>quickly as<br>possible           | 0                                                                                                         |
| Larimer County, Colorado                                 | 2015        | not<br>broken<br>out  | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                                  | 2015        | not<br>enough<br>data |                                                               | not enough<br>data                                                                                                 |                                             | not enough<br>data                                                                                        |

| <b>Table 10. Type of Permit<br/>Manufactured and/or Modular<br/>Housing</b> | <b>Year</b> | <b>Number Issued</b>  | <b>Average Length of Time to<br/>Issue (in days) Reported</b> | <b>Average Length of Time to<br/>Issue (in days) Used<br/>minimum number if range<br/>provided for calculation</b> | <b>Established Goal to Issue<br/>Permit</b> | <b>Established Goal to Issue<br/>Permit Used minimum<br/>number if range provided<br/>for calculation</b> |
|-----------------------------------------------------------------------------|-------------|-----------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Douglas County, Kansas                                                      | 2015        | 2                     | 10                                                            | 10                                                                                                                 | 10                                          | 10                                                                                                        |
| Douglas County, Kansas                                                      | 2014        | 0                     | 0                                                             | 0                                                                                                                  | 10                                          | 10                                                                                                        |
| Lawrence, Kansas                                                            | 2015        | Not spec.<br>tracked  | 2.6                                                           | 2.6                                                                                                                | 5                                           | 5                                                                                                         |
| Butler County, Kansas                                                       | 2015        | 13                    | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Franklin County, Kansas                                                     | 2015        | 10                    | 5                                                             | 5                                                                                                                  | 4                                           | 4                                                                                                         |
| Johnson County, Kansas                                                      | 2015        | n/a                   | n/a                                                           | n/a                                                                                                                | n/a                                         | n/a                                                                                                       |
| Miami County, Kansas                                                        | 2015        | see single<br>family  |                                                               |                                                                                                                    |                                             |                                                                                                           |
| Wyandotte County, Kansas                                                    | 2015        |                       | 5 to 10                                                       | 5                                                                                                                  | 5 to 10                                     | 5                                                                                                         |
| Boone County, Missouri                                                      | 2015        | 21                    | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Boulder County, Colorado                                                    | 2015        | 4                     | 15 to 25                                                      | 15                                                                                                                 | None-as<br>quickly as<br>possible           | 0                                                                                                         |
| Larimer County, Colorado                                                    | 2015        | 13                    | 1                                                             | 1                                                                                                                  | 1                                           | 1                                                                                                         |
| Average Kansas Counties                                                     | 2015        | not<br>enough<br>data |                                                               | not enough<br>data                                                                                                 |                                             | not enough<br>data                                                                                        |

| <b>Table 11. Type of Permit Roofing</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to Issue (in days) Reported</b> | <b>Average Length of Time to Issue (in days) Used minimum number if range provided for calculation</b> | <b>Established Goal to Issue Permit</b> | <b>Established Goal to Issue Permit Used minimum number if range provided for calculation</b> |
|-----------------------------------------|-------------|----------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| Douglas County, Kansas                  | 2015        | see repair/re model  |                                                           |                                                                                                        |                                         |                                                                                               |
| Douglas County, Kansas                  | 2014        | see repair/re model  |                                                           |                                                                                                        |                                         |                                                                                               |
| Lawrence, Kansas                        | 2015        | not required         | n/a                                                       | n/a                                                                                                    | n/a                                     | n/a                                                                                           |
| Butler County, Kansas                   | 2015        | 151                  | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Franklin County, Kansas                 | 2015        |                      |                                                           |                                                                                                        |                                         |                                                                                               |
| Johnson County, Kansas                  | 2015        | 43                   | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Miami County, Kansas                    | 2015        | do not track         | same day                                                  | 0                                                                                                      |                                         | 0                                                                                             |
| Wyandotte County, Kansas                | 2015        |                      | same day                                                  | 0                                                                                                      | same day                                | 0                                                                                             |
| Boone County, Missouri                  | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Boulder County, Colorado                | 2015        | 628                  | same day (res)                                            | 0                                                                                                      | None-as quickly as possible             | 0                                                                                             |
| Larimer County, Colorado                | 2015        | 1013                 | 1 day                                                     | 1                                                                                                      | 1 day                                   | 1                                                                                             |
| Average Kansas Counties                 | 2015        | 97                   |                                                           | 0.5                                                                                                    |                                         | 0.5                                                                                           |

| <b>Table 12. Type of Permit Electrical</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to Issue (in days) Reported</b> | <b>Average Length of Time to Issue (in days) Used minimum number if range provided for calculation</b> | <b>Established Goal to Issue Permit</b> | <b>Established Goal to Issue Permit Used minimum number if range provided for calculation</b> |
|--------------------------------------------|-------------|----------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| Douglas County, Kansas                     | 2015        | 46                   | 5                                                         | 5                                                                                                      | 5                                       | 5                                                                                             |
| Douglas County, Kansas                     | 2014        | 56                   | 5                                                         | 5                                                                                                      | 5                                       | 5                                                                                             |
| Lawrence, Kansas                           | 2015        | 251                  | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Butler County, Kansas                      | 2015        | 75                   | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Franklin County, Kansas                    | 2015        |                      |                                                           |                                                                                                        |                                         |                                                                                               |
| Johnson County, Kansas                     | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Miami County, Kansas                       | 2015        | 68                   | same day                                                  | 0                                                                                                      |                                         |                                                                                               |
| Wyandotte County, Kansas                   | 2015        |                      | same day                                                  | 0                                                                                                      | same day                                | 0                                                                                             |
| Boone County, Missouri                     | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Boulder County, Colorado                   | 2015        | 327                  | Res=over the counter<br>Comm=1-3 days                     | 0                                                                                                      | None-as quickly as possible             | 0                                                                                             |
| Larimer County, Colorado                   | 2015        | n/a                  |                                                           |                                                                                                        |                                         |                                                                                               |
| Average Kansas Counties                    | 2015        | 71.5                 |                                                           | 0.5                                                                                                    |                                         | 0.7                                                                                           |

| <b>Table 13. Type of Permit Plumbing</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to Issue (in days) Reported</b> | <b>Average Length of Time to Issue (in days) Used minimum number if range provided for calculation</b> | <b>Established Goal to Issue Permit</b> | <b>Established Goal to Issue Permit Used minimum number if range provided for calculation</b> |
|------------------------------------------|-------------|----------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| Douglas County, Kansas                   | 2015        | 3                    | 5                                                         | 5                                                                                                      | 5                                       | 5                                                                                             |
| Douglas County, Kansas                   | 2014        | 2                    | 1                                                         | 1                                                                                                      | 5                                       | 5                                                                                             |
| Lawrence, Kansas                         | 2015        | 596                  | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Butler County, Kansas                    | 2015        | 39                   | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Franklin County, Kansas                  | 2015        |                      |                                                           |                                                                                                        |                                         |                                                                                               |
| Johnson County, Kansas                   | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Miami County, Kansas                     | 2015        | 7                    | same day                                                  | 0                                                                                                      |                                         |                                                                                               |
| Wyandotte County, Kansas                 | 2015        |                      | same day                                                  | 0                                                                                                      | same day                                | 0                                                                                             |
| Boone County, Missouri                   | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Boulder County, Colorado                 | 2015        | 105                  | same day (res)                                            | 0                                                                                                      | None-as quickly as possible             | 0                                                                                             |
| Larimer County, Colorado                 | 2015        | 111                  | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Average Kansas Counties                  | 2015        | 23                   |                                                           | 0.5                                                                                                    |                                         | 0.7                                                                                           |

| <b>Table 14. Type of Permit Mechanical</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to Issue (in days) Reported</b> | <b>Average Length of Time to Issue (in days) Used minimum number if range provided for calculation</b> | <b>Established Goal to Issue Permit</b> | <b>Established Goal to Issue Permit Used minimum number if range provided for calculation</b> |
|--------------------------------------------|-------------|----------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| Douglas County, Kansas                     | 2015        | 11                   | 2                                                         | 2                                                                                                      | 5                                       | 5                                                                                             |
| Douglas County, Kansas                     | 2014        | 22                   | 3                                                         | 3                                                                                                      | 5                                       | 5                                                                                             |
| Lawrence, Kansas                           | 2015        | 473                  | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Butler County, Kansas                      | 2015        | 69                   | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Franklin County, Kansas                    | 2015        |                      |                                                           |                                                                                                        |                                         |                                                                                               |
| Johnson County, Kansas                     | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Miami County, Kansas                       | 2015        | 6                    | same day                                                  | 0                                                                                                      |                                         |                                                                                               |
| Wyandotte County, Kansas                   | 2015        |                      | same day                                                  | 0                                                                                                      | same day                                | 0                                                                                             |
| Boone County, Missouri                     | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Boulder County, Colorado                   | 2015        | 395                  | same day (res)                                            | 0                                                                                                      | None-as quickly as possible             | 0                                                                                             |
| Larimer County, Colorado                   | 2015        | 775                  | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Average Kansas Counties                    | 2015        | 37.5                 |                                                           | 0.5                                                                                                    |                                         | 0.7                                                                                           |

| <b>Table 15.</b><br><b>Type of Permit Demolition</b> | <b>Year</b> | <b>Number Issued</b> | <b>Average Length of Time to Issue (in days) Reported</b> | <b>Average Length of Time to Issue (in days) Used minimum number if range provided for calculation</b> | <b>Established Goal to Issue Permit</b> | <b>Established Goal to Issue Permit Used minimum number if range provided for calculation</b> |
|------------------------------------------------------|-------------|----------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| Douglas County, Kansas                               | 2015        | 13                   | 2                                                         | 2                                                                                                      | 5                                       | 5                                                                                             |
| Douglas County, Kansas                               | 2014        | 23                   | 3                                                         | 3                                                                                                      | 5                                       | 5                                                                                             |
| Lawrence, Kansas                                     | 2015        | 25                   | not tracked                                               | not tracked                                                                                            | None                                    | None                                                                                          |
| Butler County, Kansas                                | 2015        | 14                   | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Franklin County, Kansas                              | 2015        | 1                    | 1                                                         | 1                                                                                                      |                                         |                                                                                               |
| Johnson County, Kansas                               | 2015        |                      | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Miami County, Kansas                                 | 2015        | 18                   | 5 to 7                                                    | 5                                                                                                      | 5 to 10                                 | 5                                                                                             |
| Wyandotte County, Kansas                             | 2015        |                      | same day                                                  | 0                                                                                                      | same day                                | 0                                                                                             |
| Boone County, Missouri                               | 2015        | n/a                  |                                                           |                                                                                                        |                                         |                                                                                               |
| Boulder County, Colorado                             | 2015        | 93                   | same day (res)                                            | 0                                                                                                      | None-as quickly as possible             | 0                                                                                             |
| Larimer County, Colorado                             | 2015        | 30                   | 1                                                         | 1                                                                                                      | 1                                       | 1                                                                                             |
| Average Kansas Counties                              | 2015        | 11                   |                                                           | 1.6                                                                                                    |                                         | 1.8                                                                                           |

| <b>Table 16. Type of Inspection Footing</b>    | <b>Year</b> | <b>Number Conducted</b> | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
|------------------------------------------------|-------------|-------------------------|---------------------------------------------------------------|------------------------------------|
| Douglas County, Kansas                         | 2015        | 190                     | Yes                                                           |                                    |
| Douglas County Kansas                          | 2014        | 188                     | Yes                                                           |                                    |
| Lawrence, Kansas                               | 2015        | 674                     | Yes                                                           | 25 min for "will call"             |
| Butler County, Kansas                          | 2015        |                         | Yes                                                           |                                    |
| Franklin County, Kansas                        | 2015        |                         | Yes                                                           | 24                                 |
| Johnson County, Kansas                         | 2015        | 186                     | Yes                                                           | 2 hour notice                      |
| Miami County, Kansas                           | 2015        | 134                     | Yes                                                           | 24 hours                           |
| Wyandotte County, Kansas                       | 2015        | 650                     | no response                                                   |                                    |
| Boone County, Missouri                         | 2015        | 388                     | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                       | 2015        | 348                     | Yes                                                           |                                    |
| Larimer County, Colorado                       | 2015        | 782                     | Yes                                                           | 24 hours                           |
| Average Kansas Counties                        | 2015        | 323                     | Yes (4), No Response (1)                                      |                                    |
| <b>Table 17. Type of Inspection Foundation</b> | <b>Year</b> | <b>Number Conducted</b> | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
| Douglas County, Kansas                         | 2015        | 56                      | Yes                                                           |                                    |
| Douglas County, Kansas                         | 2014        | 56                      | Yes                                                           |                                    |
| Lawrence, Kansas                               | 2015        | 198                     | Yes                                                           | Will Call                          |
| Butler County, Kansas                          | 2015        |                         | no response                                                   |                                    |
| Franklin County, Kansas                        | 2015        |                         | Yes                                                           | 24                                 |
| Johnson County, Kansas                         | 2015        | Included in Footing     | Yes                                                           | 2 hour notice                      |
| Miami County, Kansas                           | 2015        | 80                      | Yes                                                           | 24 hours                           |
| Wyandotte County, Kansas                       | 2015        | 243                     | no response                                                   |                                    |
| Boone County, Missouri                         | 2015        | 388                     | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                       | 2015        | 251                     | Yes                                                           |                                    |
| Larimer County, Colorado                       | 2015        | 744                     | Yes                                                           | 24 hours                           |
| Average Kansas Counties                        | 2015        | 162                     | Yes (4), No Response (1)                                      |                                    |

| <b>Table 18. Type of Inspection Framing</b>             | <b>Year</b> | <b>Number Conducted</b>     | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
|---------------------------------------------------------|-------------|-----------------------------|---------------------------------------------------------------|------------------------------------|
| Douglas County, Kansas                                  | 2015        | 165                         | Yes                                                           |                                    |
| Douglas County, Kansas                                  | 2014        | 164                         | Yes                                                           |                                    |
| Lawrence, Kansas                                        | 2015        | 651                         | Yes                                                           | 24 hours                           |
| Butler County, Kansas                                   | 2015        |                             | no response                                                   |                                    |
| Franklin County, Kansas                                 | 2015        | Required as part of framing | Yes                                                           |                                    |
| Johnson County, Kansas                                  | 2015        | 251                         | Yes                                                           | 1/2 day/ 4 hour                    |
| Miami County, Kansas                                    | 2015        | 274 (includes reinsp)       | Yes                                                           | 24 hours                           |
| Wyandotte County, Kansas                                | 2015        | not listed                  | no response                                                   |                                    |
| Boone County, Missouri                                  | 2015        | 415                         | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                                | 2015        | 713                         | Yes                                                           |                                    |
| Larimer County, Colorado                                | 2015        | 811                         | Yes                                                           | 24 hours                           |
| Average Kansas Counties                                 | 2015        | Not enough data             | Yes (3), No Response (2)                                      |                                    |
| <b>Table 19. Type of Inspection Framing braced wall</b> | <b>Year</b> | <b>Number Conducted</b>     | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
| Douglas County, Kansas                                  | 2015        | Under Framing               |                                                               |                                    |
| Douglas County, Kansas                                  | 2014        | Under Framing               |                                                               |                                    |
| Lawrence, Kansas                                        | 2015        | Included in Framing         | Yes                                                           | 24 hours                           |
| Butler County, Kansas                                   | 2015        |                             | no response                                                   |                                    |
| Franklin County, Kansas                                 | 2015        |                             | Yes                                                           | 24                                 |
| Johnson County, Kansas                                  | 2015        |                             | Yes                                                           | 1/2 day/ 4 hour                    |
| Miami County, Kansas                                    | 2015        | Do not require              | Yes                                                           | 24 hours                           |
| Wyandotte County, Kansas                                | 2015        | not listed                  | no response                                                   |                                    |
| Boone County, Missouri                                  | 2015        | 275                         | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                                | 2015        | n/a                         |                                                               |                                    |
| Larimer County, Colorado                                | 2015        | 48                          | Yes                                                           | 24 hours                           |
| Average Kansas Counties                                 | 2015        | Not enough data             | Yes (3), No Response (2)                                      |                                    |

| <b>Table 20. Type of Inspection<br/>Rough In(Mechanical,<br/>Electrical, Plumbing</b> | <b>Year</b> | <b>Number Conducted</b> | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
|---------------------------------------------------------------------------------------|-------------|-------------------------|---------------------------------------------------------------|------------------------------------|
| Douglas County, Kansas                                                                | 2015        | 296                     | Yes                                                           |                                    |
| Douglas County, Kansas                                                                | 2014        | 350                     | Yes                                                           |                                    |
| Lawrence, Kansas                                                                      | 2015        | 2,278                   | Yes                                                           | 24 hours                           |
| Butler County, Kansas                                                                 | 2015        |                         | no response                                                   |                                    |
| Franklin County, Kansas                                                               | 2015        |                         | Yes                                                           | 24                                 |
| Johnson County, Kansas                                                                | 2015        | 404                     | Yes                                                           | 1/2 day/ 4 hour                    |
| Miami County, Kansas                                                                  | 2015        | 423                     | Yes                                                           | 24 hours                           |
| Wyandotte County, Kansas                                                              | 2015        | 2253                    | no response                                                   |                                    |
| Boone County, Missouri                                                                | 2015        | 946                     | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                                                              | 2015        | 1628                    | Yes                                                           |                                    |
| Larimer County, Colorado                                                              | 2015        | 1801                    | Yes                                                           | 24 hours                           |
| Average Kansas Counties                                                               | 2015        | Not enough data         | Yes (3), No Response (2)                                      |                                    |
| <b>Table 22. Type of Inspection Insulation Inspection</b>                             | <b>Year</b> | <b>Number Conducted</b> | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
| Douglas County, Kansas                                                                | 2015        | 43                      | Yes                                                           |                                    |
| Douglas County, Kansas                                                                | 2014        | 45                      | Yes                                                           |                                    |
| Lawrence, Kansas                                                                      | 2015        | 262                     | Yes                                                           | 24 hours                           |
| Butler County, Kansas                                                                 | 2015        |                         | no response                                                   |                                    |
| Franklin County, Kansas                                                               | 2015        |                         | Yes                                                           | 24                                 |
| Johnson County, Kansas                                                                | 2015        | 42                      | Yes                                                           | 1/2 day/ 4 hour                    |
| Miami County, Kansas                                                                  | 2015        | do not require          | do not require                                                |                                    |
| Wyandotte County, Kansas                                                              | 2015        | not listed              | no response                                                   |                                    |
| Boone County, Missouri                                                                | 2015        | 272                     | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                                                              | 2015        | 224                     | Yes                                                           |                                    |
| Larimer County, Colorado                                                              | 2015        | 977                     | Yes                                                           | 24 hours                           |
| Average Kansas Counties                                                               | 2015        | Not enough data         | Yes (2), No Response (2), Do not require (1)                  |                                    |

| <b>Table 21. Type of Inspection<br/>Sheetrock Nailing Inspection</b> | <b>Year</b> | <b>Number Conducted</b> | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
|----------------------------------------------------------------------|-------------|-------------------------|---------------------------------------------------------------|------------------------------------|
| Douglas County, Kansas                                               | 2015        | 34                      | Yes                                                           |                                    |
| Douglas County, Kansas                                               | 2014        | 47                      | Yes                                                           |                                    |
| Lawrence, Kansas                                                     | 2015        |                         | no response                                                   |                                    |
| Butler County, Kansas                                                | 2015        |                         | no response                                                   |                                    |
| Franklin County, Kansas                                              | 2015        |                         | Yes                                                           | 24                                 |
| Johnson County, Kansas                                               | 2015        | 100                     | Yes                                                           | 1/2 day/ 4 hour                    |
| Miami County, Kansas                                                 | 2015        |                         | no response                                                   |                                    |
| Wyandotte County, Kansas                                             | 2015        | not listed              | no response                                                   |                                    |
| Boone County, Missouri                                               | 2015        |                         | not required                                                  | not required                       |
| Boulder County, Colorado                                             | 2015        | 341                     | Yes                                                           |                                    |
| Larimer County, Colorado                                             | 2015        | 72                      | Yes                                                           | 24 hours                           |
| Average Kansas Counties                                              | 2015        | Not enough data         | Yes (3), No Response (2)                                      |                                    |
| <b>Table 23. Type of Inspection<br/>Final Inspection</b>             | <b>Year</b> | <b>Number Conducted</b> | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
| Douglas County, Kansas                                               | 2015        | 161                     | Yes                                                           |                                    |
| Douglas County, Kansas                                               | 2014        | 152                     | Yes                                                           |                                    |
| Lawrence, Kansas                                                     | 2015        | 3,137                   | Yes                                                           | 24 hours                           |
| Butler County, Kansas                                                | 2015        |                         | no response                                                   |                                    |
| Franklin County, Kansas                                              | 2015        |                         | Yes                                                           | 24                                 |
| Johnson County, Kansas                                               | 2015        | 507                     | Yes                                                           | 1/2 day/ 4 hour                    |
| Miami County, Kansas                                                 | 2015        |                         | no response                                                   |                                    |
| Wyandotte County, Kansas                                             | 2015        | 1484                    | no response                                                   |                                    |
| Boone County, Missouri                                               | 2015        | 760                     | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                                             | 2015        |                         | Yes                                                           |                                    |
| Larimer County, Colorado                                             | 2015        | 2005                    | Yes                                                           | 24 hours                           |
| Average Kansas Counties                                              | 2015        | Not enough data         | Yes (2), No Response (3)                                      |                                    |

| <b>Table 24. Type of Inspection Permanent Service (Mechanical, Electrical, Plumbing)</b> | <b>Year</b> | <b>Number Conducted</b> | <b>Is this inspection completed within a 24 hour request?</b> | <b>Established Goal to Respond</b> |
|------------------------------------------------------------------------------------------|-------------|-------------------------|---------------------------------------------------------------|------------------------------------|
| Douglas County, Kansas                                                                   | 2015        | 124                     | Yes                                                           |                                    |
| Douglas County, Kansas                                                                   | 2014        | 141                     | Yes                                                           |                                    |
| Lawrence, Kansas                                                                         | 2015        | 448                     | Yes                                                           | 24 hours                           |
| Butler County, Kansas                                                                    | 2015        |                         | no response                                                   |                                    |
| Franklin County, Kansas                                                                  | 2015        |                         | Yes                                                           | 24                                 |
| Johnson County, Kansas                                                                   | 2015        | 383                     | Yes                                                           | 1/2 day/ 4 hour                    |
| Miami County, Kansas                                                                     | 2015        |                         | no response                                                   |                                    |
| Wyandotte County, Kansas                                                                 | 2015        |                         | no response                                                   |                                    |
| Boone County, Missouri                                                                   | 2015        | 630                     | Yes                                                           | 1/2 day                            |
| Boulder County, Colorado                                                                 | 2015        | 1523                    | Yes                                                           |                                    |
| Larimer County, Colorado                                                                 | 2015        | not broken out          | Yes                                                           | 24 hours                           |
| Average Kansas Counties                                                                  | 2015        | Not enough data         | Yes (2), No Response (3)                                      |                                    |

The inspections for “Other” in the survey were quite lengthy and not included here.

| <b>Table 25. Plan Reviews Site Plans</b> | <b>Year</b> | <b>Number Conducted</b>  | <b>Avg. Length of Time to Complete (in days)</b> | <b>Avg. Length of Time to Complete (in days) Used minimum # if range provided for calculation</b> | <b>Established Goal to Complete</b> | <b>Est. Goal to Complete Used minimum # if range provided for calculation</b> |
|------------------------------------------|-------------|--------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| Douglas County, Kansas                   | 2015        | 329                      | 7                                                | 7                                                                                                 | 14                                  | 14                                                                            |
| Douglas County Kansas                    | 2014        | 389                      | 7                                                | 7                                                                                                 | 14                                  | 14                                                                            |
| Lawrence, Kansas                         | 2015        | Included in "all others" |                                                  |                                                                                                   |                                     |                                                                               |
| Butler County, Kansas                    | 2015        | 20                       | 1                                                | 1                                                                                                 | 1                                   | 1                                                                             |
| Franklin County, Kansas                  | 2015        | 70                       | 1                                                | 1                                                                                                 | 1                                   | 1                                                                             |
| Johnson County, Kansas                   | 2015        | 106                      |                                                  |                                                                                                   |                                     |                                                                               |
| Miami County, Kansas                     | 2015        |                          |                                                  |                                                                                                   |                                     |                                                                               |
| Wyandotte County, Kansas                 | 2015        |                          |                                                  |                                                                                                   |                                     |                                                                               |
| Boone County, Missouri                   | 2015        | n/a                      |                                                  |                                                                                                   |                                     |                                                                               |
| Boulder County, Colorado                 | 2015        | n/a                      | n/a                                              | n/a                                                                                               | n/a                                 | n/a                                                                           |
| Larimer County, Colorado                 | 2015        | n/a                      |                                                  |                                                                                                   |                                     |                                                                               |
| Average Kansas Counties                  | 2015        | Not enough data          | Not enough data                                  | Not enough data                                                                                   |                                     |                                                                               |

| <b>Table 26. Plan Reviews Construction Plans – 1 and 2 family dwelling</b> | <b>Year</b> | <b>Number Conducted</b>                | <b>Avg. Length of Time to Complete (in days)</b> | <b>Avg. Length of Time to Complete (in days) Used minimum # if range provided for calculation</b> | <b>Established Goal to Complete</b> | <b>Est. Goal to Complete Used minimum # if range provided for calculation</b> |
|----------------------------------------------------------------------------|-------------|----------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| Douglas County, Kansas                                                     | 2015        | 40                                     | 10                                               | 10                                                                                                | 14                                  | 14                                                                            |
| Douglas County, Kansas                                                     | 2014        | 45                                     | 10                                               | 10                                                                                                | 14                                  | 14                                                                            |
| Lawrence, Kansas                                                           | 2015        | 1699                                   | 2.6                                              | 2.6                                                                                               | 5                                   | 5                                                                             |
| Butler County, Kansas                                                      | 2015        | 28                                     | 1                                                | 1                                                                                                 | 1                                   | 1                                                                             |
| Franklin County, Kansas                                                    | 2015        | 15                                     | 5                                                | 5                                                                                                 | 3                                   | 3                                                                             |
| Johnson County, Kansas                                                     | 2015        | 36                                     | 19                                               | 19                                                                                                | 10 to 15                            | 10                                                                            |
| Miami County, Kansas                                                       | 2015        | Full review SF Res/Com/ Access/ Others | no data                                          | no data                                                                                           | 5 to 10                             | 5                                                                             |
| Wyandotte County, Kansas                                                   | 2015        |                                        |                                                  |                                                                                                   |                                     |                                                                               |
| Boone County, Missouri                                                     | 2015        | n/a                                    |                                                  |                                                                                                   |                                     |                                                                               |
| Boulder County, Colorado                                                   | 2015        | 938                                    | 2 to 30                                          | 2                                                                                                 | None-as quickly as possible         | None-as quickly as possible                                                   |
| Larimer County, Colorado                                                   | 2015        | 799                                    | 1 to 5                                           | 1                                                                                                 | 10                                  | 10                                                                            |
| Average Kansas Counties                                                    | 2015        | Not enough data                        | Not enough data                                  | Not enough data                                                                                   |                                     |                                                                               |

| <b>Table 27. Plan Reviews Construction Plans – all others</b> | <b>Year</b> | <b>Number Conducted</b> | <b>Avg. Length of Time to Complete (in days)</b> | <b>Avg. Length of Time to Complete (in days) Used minimum # if range provided for calculation</b> | <b>Established Goal to Complete</b> | <b>Est. Goal to Complete Used minimum # if range provided for calculation</b> |
|---------------------------------------------------------------|-------------|-------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| Douglas County, Kansas                                        | 2015        | 289                     | 10                                               | 10                                                                                                | 14                                  | 14                                                                            |
| Douglas County, Kansas                                        | 2014        | 344                     | 10                                               | 10                                                                                                | 14                                  | 14                                                                            |
| Lawrence, Kansas                                              | 2015        | 1777                    | 7.9                                              | 7.9                                                                                               | 15                                  | 15                                                                            |
| Butler County, Kansas                                         | 2015        | 7                       | 2                                                | 2                                                                                                 | 2                                   | 2                                                                             |
| Franklin County, Kansas                                       | 2015        | 55                      | 3                                                | 3                                                                                                 | 3                                   | 3                                                                             |
| Johnson County, Kansas                                        | 2015        | 297                     | 8                                                | 8                                                                                                 | 7 to 10                             | 7                                                                             |
| Miami County, Kansas                                          | 2015        | no data                 |                                                  |                                                                                                   |                                     |                                                                               |
| Wyandotte County, Kansas                                      | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Boone County, Missouri                                        | 2015        | n/a                     |                                                  |                                                                                                   |                                     |                                                                               |
| Boulder County, Colorado                                      | 2015        | 101                     | 2 to 30                                          | 2                                                                                                 | None-as quickly as possible         | None-as quickly as possible                                                   |
| Larimer County, Colorado                                      | 2015        | 679                     | 1 to 5                                           | 1                                                                                                 | 10                                  | 10                                                                            |
| Average Kansas Counties                                       | 2015        | Not enough data         | Not enough data                                  | Not enough data                                                                                   |                                     |                                                                               |

| <b>Table 28. Plan Reviews<br/>Pre application review</b> | <b>Year</b> | <b>Number Conducted</b> | <b>Avg. Length of Time to Complete (in days)</b> | <b>Avg. Length of Time to Complete (in days) Used minimum # if range provided for calculation</b> | <b>Established Goal to Complete</b> | <b>Est. Goal to Complete Used minimum # if range provided for calculation</b> |
|----------------------------------------------------------|-------------|-------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| Douglas County, Kansas                                   | 2015        | 374                     |                                                  |                                                                                                   |                                     |                                                                               |
| Douglas County, Kansas                                   | 2014        | 103                     |                                                  |                                                                                                   |                                     |                                                                               |
| Lawrence, Kansas                                         | 2015        | Not tracked             |                                                  |                                                                                                   |                                     |                                                                               |
| Butler County, Kansas                                    | 2015        | 7                       | 2                                                | 2                                                                                                 | 2                                   | 2                                                                             |
| Franklin County, Kansas                                  | 2015        | 20                      | 3                                                | 3                                                                                                 |                                     |                                                                               |
| Johnson County, Kansas                                   | 2015        | Not tracked             |                                                  |                                                                                                   |                                     |                                                                               |
| Miami County, Kansas                                     | 2015        | no data                 |                                                  |                                                                                                   |                                     |                                                                               |
| Wyandotte County, Kansas                                 | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Boone County, Missouri                                   | 2015        | n/a                     |                                                  |                                                                                                   |                                     |                                                                               |
| Boulder County, Colorado                                 | 2015        | 1039                    | same day                                         | same day                                                                                          |                                     |                                                                               |
| Larimer County, Colorado                                 | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Average Kansas Counties                                  | 2015        | Not enough data         | Not enough data                                  | Not enough data                                                                                   |                                     |                                                                               |

| <b>Table 29. Plan Reviews<br/>Flood plain review</b> | <b>Year</b> | <b>Number Conducted</b>      | <b>Avg. Length of Time to Complete (in days)</b> | <b>Avg. Length of Time to Complete (in days) Used minimum # if range provided for calculation</b> | <b>Established Goal to Complete</b> | <b>Est. Goal to Complete Used minimum # if range provided for calculation</b> |
|------------------------------------------------------|-------------|------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| Douglas County, Kansas                               | 2015        | 8                            |                                                  |                                                                                                   |                                     |                                                                               |
| Douglas County, Kansas                               | 2014        | 8                            |                                                  |                                                                                                   |                                     |                                                                               |
| Lawrence, Kansas                                     | 2015        | Not performed in this office |                                                  |                                                                                                   |                                     |                                                                               |
| Butler County, Kansas                                | 2015        |                              |                                                  |                                                                                                   |                                     |                                                                               |
| Franklin County, Kansas                              | 2015        | 70                           | 1                                                | 1                                                                                                 | 1                                   | 1                                                                             |
| Johnson County, Kansas                               | 2015        | 8                            | 12                                               | 12                                                                                                | n/a                                 | n/a                                                                           |
| Miami County, Kansas                                 | 2015        | Not performed in this office |                                                  |                                                                                                   |                                     |                                                                               |
| Wyandotte County, Kansas                             | 2015        |                              |                                                  |                                                                                                   |                                     |                                                                               |
| Boone County, Missouri                               | 2015        | 902                          |                                                  |                                                                                                   |                                     |                                                                               |
| Boulder County, Colorado                             | 2015        | 25                           | 2                                                | 2                                                                                                 | 2                                   | 2                                                                             |
| Larimer County, Colorado                             | 2015        |                              |                                                  |                                                                                                   |                                     |                                                                               |
| Average Kansas Counties                              | 2015        | Not enough data              | Not enough data                                  | Not enough data                                                                                   |                                     |                                                                               |

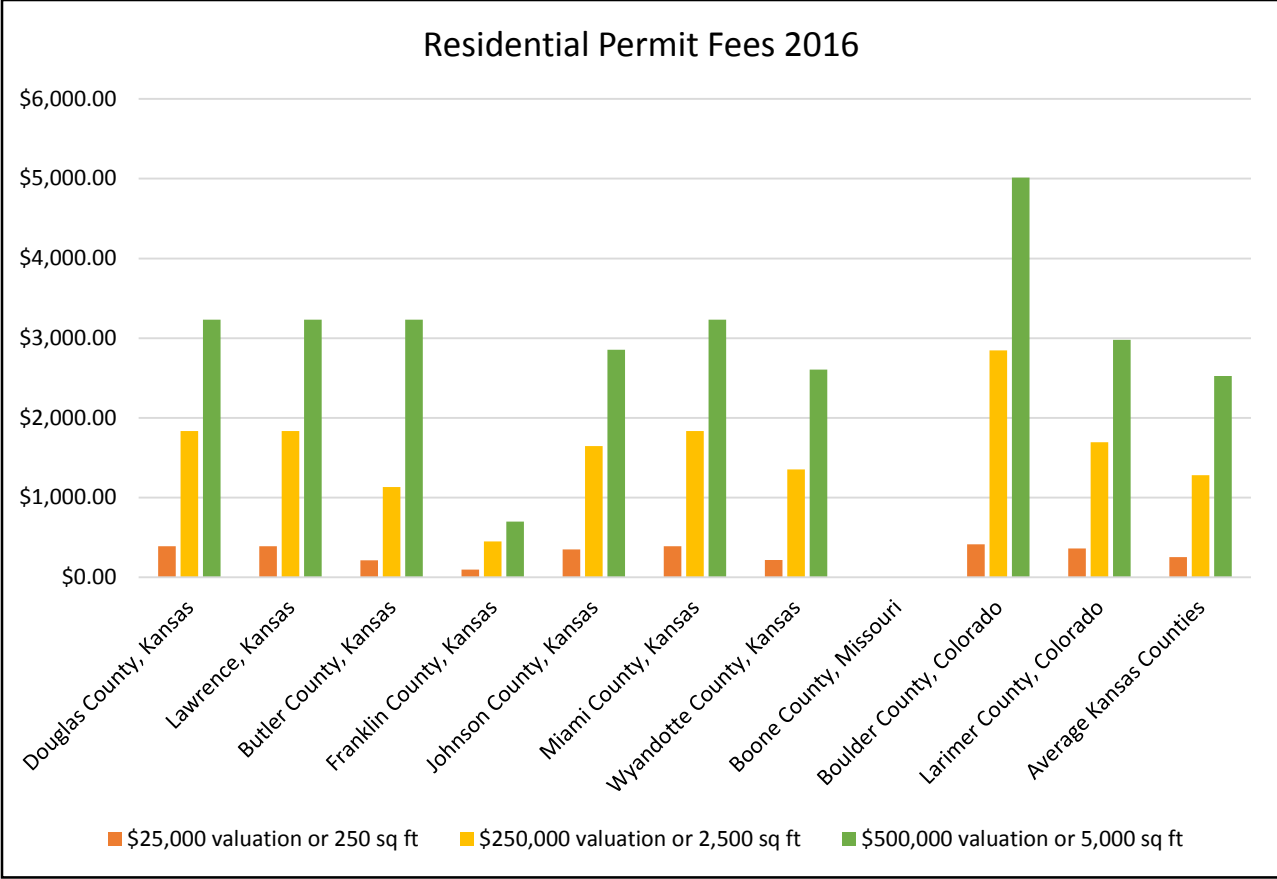
| <b>Table 30. Plan Reviews<br/>Others – please list</b> | <b>Year</b> | <b>Number Conducted</b> | <b>Avg. Length of Time to Complete (in days)</b> | <b>Avg. Length of Time to Complete (in days) Used minimum # if range provided for calculation</b> | <b>Established Goal to Complete</b> | <b>Est. Goal to Complete Used minimum # if range provided for calculation</b> |
|--------------------------------------------------------|-------------|-------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| Douglas County, Kansas                                 | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Douglas County, Kansas                                 | 2014        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Lawrence, Kansas (Signs)                               | 2015        | 255                     |                                                  |                                                                                                   |                                     |                                                                               |
| Butler County, Kansas                                  | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Franklin County, Kansas                                | 2015        | 1                       | 10                                               | 10                                                                                                | 10                                  | 10                                                                            |
| Johnson County, Kansas                                 | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Miami County, Kansas                                   | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Wyandotte County, Kansas                               | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Boone County, Missouri                                 | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Boulder County, Colorado                               | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Larimer County, Colorado                               | 2015        |                         |                                                  |                                                                                                   |                                     |                                                                               |
| Average Kansas Counties                                | 2015        | Not enough data         | Not enough data                                  | Not enough data                                                                                   |                                     |                                                                               |

## B. Comparison of Key Rates and Fees

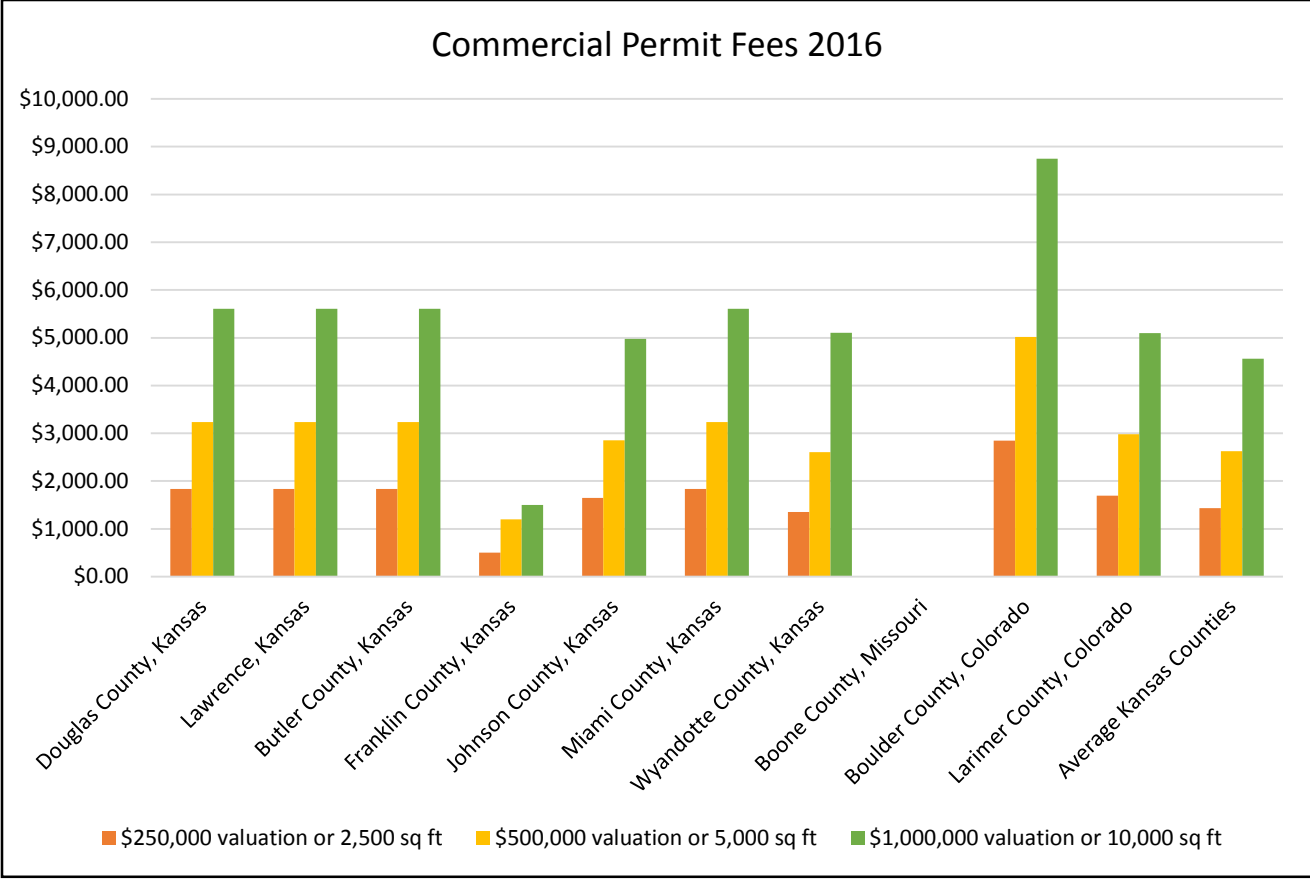
### Findings from Comparison of Rates and Fees:

1. The Benchmark Survey did provide rates and fees for services. APG has provided key benchmarks or points of study for the fee analysis. APG finds that Douglas County's general fees for residential and commercial are reasonable compared to Kansas peers including the City of Lawrence. In discussion with the County Chief Building official, the fee that needs reviewed further is the initial 'plan review' fee. Other peers do use a plan review fee, including the City of Lawrence, Johnson County, and Miami County. Franklin County has lower fees, however, it has been since 2008 since their fees were updated.

| <b>Table 31.<br/>Residential Fees</b> | <b>\$25,000<br/>valuation or<br/>250 sq ft</b> | <b>\$250,000<br/>valuation or<br/>2,500 sq ft</b> | <b>\$500,000<br/>valuation or<br/>5,000 sq ft</b> | <b>Deck</b> | <b>Garage</b> |
|---------------------------------------|------------------------------------------------|---------------------------------------------------|---------------------------------------------------|-------------|---------------|
| Douglas County,<br>Kansas             | \$391.25                                       | \$1,833.75                                        | \$3,233.75                                        |             |               |
| Lawrence, Kansas                      | \$391.25                                       | \$1,833.75                                        | \$3,233.75                                        |             |               |
| Butler County,<br>Kansas              | \$216.25                                       | \$1,133.75                                        | \$3,233.75                                        |             |               |
| Franklin County,<br>Kansas            | \$100.00                                       | \$450.00                                          | \$700.00                                          | \$75.00     | \$75.00       |
| Johnson County,<br>Kansas             | \$352.00                                       | \$1,645.00                                        | \$2,855.00                                        |             |               |
| Miami County,<br>Kansas               | \$391.75                                       | \$1,833.75                                        | \$3,233.75                                        |             |               |
| Wyandotte County,<br>Kansas           | \$217.50                                       | \$1,355.00                                        | \$2,605.00                                        |             |               |
| Boone County,<br>Missouri             |                                                |                                                   |                                                   |             |               |
| Boulder County,<br>Colorado           | \$413.27                                       | \$2,844.94                                        | \$5,014.24                                        |             |               |
| Larimer County,<br>Colorado           | \$363.13                                       | \$1,693.67                                        | \$2,980.98                                        |             |               |
| Average Kansas<br>Counties            | \$255.50                                       | \$1,283.50                                        | \$2,525.50                                        |             |               |



| <b>Table 31.<br/>Commercial<br/>Fees</b> | <b>\$250,000<br/>valuation or<br/>2,500 sq ft</b> | <b>\$500,000<br/>valuation or<br/>5,000 sq ft</b> | <b>\$1,000,000<br/>valuation or<br/>10,000 sq ft</b> |
|------------------------------------------|---------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
| Douglas<br>County, Kansas                | \$1,833.75                                        | \$3,233.75                                        | \$5,608.75                                           |
| Lawrence,<br>Kansas                      | \$1,833.75                                        | \$3,233.75                                        | \$5,608.75                                           |
| Butler County,<br>Kansas                 | \$1,833.75                                        | \$3,233.75                                        | \$5,608.75                                           |
| Franklin<br>County, Kansas               | \$500.00                                          | \$1,200.00                                        | \$1,500.00                                           |
| Johnson<br>County, Kansas                | \$1,645.00                                        | \$2,855.00                                        | \$4,980.00                                           |
| Miami County,<br>Kansas                  | \$1,833.75                                        | \$3,233.75                                        | \$5,608.75                                           |
| Wyandotte<br>County, Kansas              | \$1,355.00                                        | \$2,605.00                                        | \$5,105.00                                           |
| Boone County,<br>Missouri                |                                                   |                                                   |                                                      |
| Boulder<br>County,<br>Colorado           | \$2,844.94                                        | \$5,014.94                                        | \$8,750.36                                           |
| Larimer County,<br>Colorado              | \$1,693.67                                        | \$2,980.98                                        | \$5,097.52                                           |
| Average Kansas<br>Counties               | \$1,433.50                                        | \$2,625.50                                        | \$4,560.50                                           |



| <b>Table 33.<br/>Additional Fees</b> | <b>Inspection<br/>Hourly<br/>Rate</b> | <b>Re-<br/>inspection</b>                                              | <b>Commencing<br/>Work without<br/>Permit</b> | <b>Additional Plan Review</b>  |
|--------------------------------------|---------------------------------------|------------------------------------------------------------------------|-----------------------------------------------|--------------------------------|
| Douglas County,<br>Kansas            | \$47/hour                             | \$47/hour                                                              | Double the permit<br>fees                     | \$47/hour (\$23.50<br>minimum) |
| Boone County,<br>Missouri            |                                       |                                                                        |                                               |                                |
| Boulder County,<br>Colorado          |                                       | \$72                                                                   |                                               |                                |
| Butler County,<br>Kansas             |                                       |                                                                        |                                               |                                |
| Franklin County,<br>Kansas           |                                       | \$30                                                                   | \$150                                         |                                |
| Johnson County,<br>Kansas            |                                       | \$50/hour                                                              |                                               | \$50/hour                      |
| Larimer County,<br>Colorado          | \$42/hour                             | \$42                                                                   |                                               | \$42/hour                      |
| Lawrence, Kansas                     | \$47/hour                             | \$47/hour                                                              |                                               | \$47/hour (\$23.50<br>minimum) |
| Miami County,<br>Kansas              |                                       | \$50/hour                                                              |                                               | \$50/hour                      |
| Wyandotte County,<br>Kansas          |                                       | \$100 for 1st<br>\$150 for 2nd<br>\$225 for 3rd<br>\$337.50 for<br>4th |                                               |                                |

## **VI. STAFF INTERVIEWS AND FOCUS GROUPS WITH CONTRACTORS**

### **A. Perception**

#### **1. What is the perception of the building and inspection process in Douglas County?**

##### **Staff:**

Staff members have been able to maintain the regular function and oversight, meeting the requirements of building and code regulations.

The customer service functions up front have been an asset to the department, specifically the administrative staff who wait on customers and answer phone calls.

The change in leadership for the department has created conflicting policies, procedures, and approaches in working with citizens. New leadership at the department level will provide clear direction for the staff in implementing policies, procedures, and practices, including any revisions needed.

The change in leadership, which involved bringing the Assistant County Administrator into the operation for nine months, was very positive and created an opportunity for higher-level administration to be involved in the department.

Contractors who work with different entities. The City of Lawrence and Douglas County are currently required to follow different steps and requirements. This can be challenging for the contractors. Contractors generally report to the staff; the County is more stringent in following the building code.

*According to the staff:*

*"When I talk to contractors they know we are a little more strict than the City. Or this is the perception."*

##### **Contractors:**

*According to the contractors:*

*"The problems have resulted from turnover in the leadership and inconsistency among the building inspection staff. The last director attempted to improve relations with customers, and there was more of an open door, more of a helping attitude."*

*"It feels as if the staff are out to find something wrong with the work, rather than working with us to correct things."*

*"The County may be too strict in interpretation while the City may not be as strict. The process for a building permit, plan review, and an inspection takes too long with the County."*

*"We are trying to operate in two worlds."*

*"The County needs to keep us up to date on changes in the building code or new things that have caused issues that need closer attention."*

*"There is no problem with the codes."*

The process to get a building permit is longer in the County compared to the City or other neighboring cities and counties.

The County does not have good parameters for inspections.

There are contractors who do not want to build in the County because they feel they can't satisfy the staff. The staff micromanages. One person says one thing, another person says another, which is why they need to use ICC to resolve and interpret code requirements.

The County requires more engineering drawings – it comes up a lot and becomes a financial burden.

## **B. Responsiveness**

**1. Front office staff respond.** The administrative team who handles general citizen and contractor questions fields a large number of general and basic questions. The level of service with continuous coverage facilitates an 8-5, M-F presence at the window. The general questions handled by this staff include: "Is this property buildable? What do I need to submit for a building permit? Who do I need to contact for additional approvals? Can I develop in the floodplain? How much will a building permit cost? Can I build an accessory building first before the house? What type of inspections do I call for a house, for an accessory building, for a pool, for a commercial structure? What is the plan review time and approval once I submit an application? Can I build a structure before the house? Who do I contact for ....? What are the setbacks for this structure? What kind of business can I run on my property? What is the zoning for my property for allowed structures?"

*According to the staff:*

*"Always treat customers the way I would want to be treated. Greet them, focus and give them my full attention. Explain regulations so that they understand and know the background for that regulation."*

*"The Office staff does the initial review process by checking setbacks, floodplain, entrance permit, whether the application is complete, and what is missing, before it goes to the plan reviewer. If missing Health Department approval, we contact the Health Department for the status on its approval. Entrance approval is also required."*

*According to contractors:*

*"I can talk with the staff and review plans; there is an open door."*

*"I think it takes too long. It may take six months to pull a permit."*

*"Doing business in the County is different from the City, and that is a shock to some people. There are a lot of things done differently in the County. You need an entrance permit, and there are more steps because of the infrastructure, flood plain, and right of way."*

**2. Customers receive detailed guidance.** The building inspection and plan review staff provide detailed guidance to applicants. The staff sits down with applicants to review their applications and review the building code. The most common issues they handle are detailed questions about what the building code is. Questions may become very detailed about mechanical ventilation, slab-edge insulation, and wind-bracing requirements. In the field the staff do a lot of education for new contractors or new homeowners. The new building code was adopted in 2013, and the staff views education of the new code as a top priority. Along with this adoption have been increased requirements and more details, for example wallbracings.

*According to the staff:*

*"In the building permit application process, we will check their submittals and point out any missing items. The front staff will often prepare accessory building site plans for the applicant by pulling up the property on an aerial photo and drawing in the proposed building site. We answer general questions, while the Inspectors will answer the building code questions. An Inspector is generally available to review construction plans and answer questions."*

*"Maintaining appointments and inspections on time. Responding to questions, phone calls and emails as soon as possible. Scheduling appointment times has worked for customers."*

*"I spend a lot more time talking with people up front. I try to explain things to them up front. I give them examples of issues and trouble they will run into."*

*According to contractors:*

*"I don't think their customer service is a big deal, I have no complaints."*

*"It helps to spend more time on plan review."*

*"You can get a permit in the City by day's end, but not in the County."*

*"The normal time in the City is 7-10 days, but in the County it is two weeks. It's more complicated in the County, with more steps." "The City has the infrastructure, but not so in the County."*

*"Two weeks is acceptable to get a permit."*

*"If there is a hold up, it is usually my fault - site plan, call a surveyor to review site plan - that takes time, then submitting all the paperwork, and the surveyor can send or email paperwork."*

*"There are a lot of pieces in the County."*

Contractors had mixed reviews of the City's phone system, which is used to schedule an inspection: *"The City has a fancy phone system. You are supposed to be able to get the result of an inspection on the phone - that feature never works or is complicated to get to."*

Contractors had mixed reviews about the length of inspections: *"Inspections are taking too long in the County." "A City inspection may take 3-4 minutes while the County spends 3-4 hours on a major inspection"*

**3. The website has application forms and a general Q&A section.** The staff maintain the website and keep it updated. It does contain a majority of the forms needed for a building permit. There is no interactive method to submit plans online.

According to the contractors:

*"Provide some improvements on website, such as how many permits issued, and what is the process to obtain a permit."*

**4. The staff has greater access to data tools.** With the improvements in access to information in recent years through online tools, the staff has access to more data for the customer, such as online aerials and GIS maps, and the Register of Deeds has property information. These tools allow the front office staff to verify ownership, check the setbacks and the flood plain, and download information for the customer. There is no link to these data sets on the website at the current time. In the field, the staff needs a smart phone to access data and information for questions, scheduling, photographs, and documentation.

According to the staff:

*"We will pull up maps for the customers. We will even help them do these things. We do have a joint City Planner assigned to Douglas County."*

*“Customers struggle when Individuals trying to do their own construction and do not understand the minimum building codes. Our plan reviewer/building inspector has been very helpful in discussing the building construction plans and what is required to be shown on the plans. Building Codes guidelines should be followed as directed by the building code.”*

*“They struggle at the beginning of the application process with getting all of their application materials together, and some of them struggle to actually complete a project. We need a good way to deal with people who run out of money, time or health and are unable to complete their projects.”*

*“If we have to go to Engineering for something, that can be timely and costly.”*

*“I think we get a higher number of DIY people with issues where they will run into challenges.”*

*“It is a complicated thing to build a structure; there are lots of planning, zoning and building codes to get through. I am not sure if it can be clear and concise but rather is a big, expensive, complicated project governed by a large, complicated document. Undertaking building a house should be done by qualified builders and contractors who understand the minimum requirements of the code.”*

## **5. The department has not been fully staffed in the past.**

*According to the staff:*

*“We need to be fully staffed.”*

*“I keep emphasizing this because we are stretched.” “We are answering planning-type questions when we should have an ‘expert’ in that field to help customers.”*

*“We are short staffed. We keep one inspector in the office to answer questions. Keeping an inspector/plan reviewer in the office has improved the service in the office.”*

*“The review process is sometimes delayed due to staff shortage. If a building inspector is absent for a long time, such as vacation or illness, etc., the inspector who does the plan review must go in the field. The hiring of a new Director who can be available to help with inspections, plan review and zoning issues will be appreciated. We have been short staffed for probably 4-5 years.”*

*“We used to have overtime to allow for additional work and for getting caught up. Allowing for overtime can allow us to catch up if we fall behind.”*

*According to the contractors:*

*Contractors generally agreed that the department does appear short staffed for the inspection function. “They need another inspector.” “It helps having one person do plan review in the office.”*

## **6. Incomplete applications slow down the process.**

There are a lot of details to complete with a building permit, submission of a site plan, drawings and designs, and engineering plans if needed. When an application becomes stalled it is generally due to an incomplete application.

*According to the staff:*

*“The process is delayed when the applicant does not have all the required submittals.”*

*“I do not see a big problem with the issuance of building permits and inspections. The hold-up on the issuance of permits is usually due to submittals that are not complete, deeds that have not been recorded, or waiting on approval from the Planning Department. The review process is often held up by missing items, such as structural details, Engineer’s reports, missing Health Department approval, site plans, etc.”*

## **C. Fairness**

**1. Policies, procedures, and record-keeping.** Each of the steps in the building review, permitting, and inspection process need to be reviewed for consistency and clarity. Record keeping and documentation for each project needs to be recorded in the SmartGov system. Record-keeping for each review needs to be consistently documented. Record keeping in the field for inspection and follow up needs to be consistent as well, including standardized processes for documentation and correction notices for the customers. A trend in the industry is to use checklists for accuracy and completion. Revised systems with policies, procedures and record-keeping will improve fairness and consistency.

*According to the staff:*

*“The best thing that could happen to us would be to have a director who followed the established requirements for record-keeping and who fully utilized the software.”*

*According to the contractors:*

*“In completing plan reviews, it would be clearer if the code was quoted by each item. Other cities point to the code to provide understanding for the contractor.”*

*“There is no checklist in Douglas County, which creates a lack of consistency.”*

*“Certain inspectors/inspections follow a checklist.”*

*“On the City’s permit card it shows all of the inspections and dates completed. The County does not provide those specifics.”*

*“In other cities, you submit the plan, get a sheet back that guarantees the plan will be reviewed in the next 10 days, you receive a detailed written list of what is wrong, and each code section is referenced.” “You resubmit and receive a guarantee that the plan will be*

*reviewed in five days.”*

*“The expectations are clear and professional.” “It was a good experience.”*

## **2. Guidance and leadership.**

With the vacancy and turnover in the Director position, it has been a challenge to maintain consistency. Having a leader who can set the direction for the department and follow through with handling cases consistently will improve service to the customers.

*According to the staff:*

*“We are hoping the new Director will be able to fill in the gaps by answering questions or going out in the field.”*

*“I would say that all of the builders are concerned that there be a level playing field.”*

*“We need a Director who can lay things out. And mediate things. Provide direction and clarification.”*

*According to the contractors:*

The inspectors have not been consistent in the details they are seeking. A few examples by contractors included differences in wall sections, drywall screw counts, number of verticals in trench footing, and framing. The level of inspection varied by inspector. *“The County needs to set expectations.” “Offer standard practices, “I respect the inspectors, but they can’t keep changing their minds.” Contractors said the changes and inconsistencies lead to higher costs for building. “I feel like I walk on pins and needles with their inspectors.”*

The leadership changes in the building and code department have led to inconsistencies in policies and inspections. For example, the previous director did not require sheetrock inspections. There needs to be good communication about expectations.

Inspection and review for the County and City should be more consistent. *“The difference between City and County inspections is that they emphasize different things. It would be nice if they were on the same page.” “The County inspectors are very knowledgeable, perhaps more than the City inspectors.” “We find out we were violating code sometimes when we move from a City to County project.”* The City and the County both have 2012 codes, and the City is getting ready to update to the 2015 ICC and the County does not have a timeline for updating at this point.

The County needs to refer to ICC more when there are issues. *“The process for the County to get back to you on a challenge takes a long time.” “The City Inspectors call ICC when there is a question, to get it resolved quickly.”*

The County requires an engineer when they run into “gray” areas, which can be very costly and time consuming. *“When County steps into a gray area they call an engineer. Getting an engineer to look at it costs more money. You shouldn't have to go to an engineer every time, especially in building houses. You shouldn't need an engineer.”* Contractors did feel that once the engineer’s seal of approval is on the plans, then the process should be easier, but that is not always how it is handled.

*“Their approach needs to be more customer friendly, and more customer oriented.”*  
*Contractors want to understand expectations.*

### **3. General Contractor Licensing.**

The County currently requires licensing for Electrical, Mechanical, and Plumbing. The City has moved to a general contractor license with insurance and continuing education requirements. The contractors said the City is moving to be more in line with the metropolitan area, particularly Johnson County. They believed this was positive and should be implemented at the County level as well. They believed with a system there could be improved communication with the general contracting community (training, education workshops, and information alerts).

*According to contractors:*

*“We need contractor licensing in the County to create an even playing field.”*

*“A general contractor license process would keep everyone on same page, but there is not necessarily any unfairness now. A general contractor license program would help to share information between the County and contractors.”*

*“It would be nice to see the City and the County on the same page.”*

*“The City is working on the Johnson County model and process. This could be done on the County side, too.”*

*“All contractors need to be handled the same regardless of who they are.” “Same rules for everyone.”*

### **4. Review of permits and fees.**

The method used to calculate fees is based on the valuation of properties. There is a method of ‘self-reporting’ and checking those ‘self-reports’ with numbers from the International Code Council. Outlining in policy how fees are calculated will educate the public and provide consistency in establishing those fees. The study will help determine best practices in other local government and whether there will be recommendations for changes.

*According to the staff:*

*“The permit fees and how to value properties have always been issues.” There are ICC numbers and those are used to check what the permit holder reports to make sure they are consistent.*

*“We need to establish a fair and consistent method of costing construction projects that leads to fair permit fees.”*

*According to the contractors:*

*“No process for building in parts (stages). Only allow permits for entire finished structure. Permits are not issued to expire. The County was charging for additional permit fees as if they were expiring.”*

## **5. Use of the Board of Construction Code Appeals.**

The building code and inspection services needs to have an active Board of Construction Code Appeals.

*According to the staff:*

*“If anyone has a complaint, they should be able to speak to the Board. The Board should be allowed to write up an opinion on any matter even without a complainant. They don’t meet regularly and discuss the codes.”*

## **6. Support from the County Commission.**

The ultimate role of the elected County Commission is to listen to the public. In the past the County Commission has received complaints from citizens. This is an area where a policy or protocol conferring with staff prior to responding may help with fact-finding and information prior to responding to the citizens. The Commission may be in a position to articulate their preferred policy and how to handle these going forward, and support the building and code staff.

### **D. Professionalism**

#### **1. The front office staff provides very good service.**

A widespread report by contractors was the helpful and supportive service they receive from the front office staff. They appreciated the prompt and helpful service.

*“The employees in the reception area are fabulous.”*

## **2. Continued training and education needed.**

There have been years in the past where the staff, including inspectors and plan reviewers, attended training by their profession. This has not been done in recent years due to scheduling and perhaps budget limitations. The staff is relying on a well-trained, knowledgeable department head as well.

*According to the staff:*

*“The inspectors would like to continue their education by attending training seminars, etc.”*

*“The Director needs to be knowledgeable on the building codes to make the final determination where there is a difference of opinion.”*

*“Proper knowledge and supervision. We need a good answer on these things.”*

*“The building codes are in the book. You can point to this, then you can show people the requirement. The two inspectors may not see things the same way, but when we have a department head who can provide guidance, then it will be resolved.”*

*“Our Department needs leadership that can handle complaints, inspections, and help with plan review to cover when someone is absent. We need leadership to make the final decision where there is a conflict of the building code.”*

*According to the contractors:*

*“Make it a helpful experience, not a negative experience.”*

## **3. Use technology wisely.**

For the staff to fully use and implement SmartGov, additional training is needed. Not all of the staff uses the software to its fullest capability. The staff needs additional support to use it fully. There are features that the public can access; however, there will need to be additional training to complete that step. Additionally, the staff in the field should be using more current technology with a smart phone. They should be accessing schedules, drawings, reports, data, and building codes, and taking photos and downloading them to their reports.

*According to the staff:*

*“Smart phones or tablets for the building inspectors would be helpful where telephone service is poor. The current flip phones will receive text messages but are so small they are hard to read. The camera resolution is poor on flip phones. A camera is provided for inspectors, but they often do not have their cameras with them. It would be helpful to be able to send an e-mail with detailed notes.”*

*According to the contractors:*

*“The inspectors need direct phone lines.”*

*"We need to get responses from the inspectors right away, either by phone or email."*

**E. Done Well**

**1. Making progress with technology.**

With the implementation of SmartGov, the staff is improving their ability to use the system for tracking and documentation. Future improvements will allow the contractors, builders, and homeowners an option to schedule inspections, apply for a building permit, or make payments. This portal will allow us to take payments online, saving the applicant time.

*According to the staff:*

*"We have not implemented this portal yet, due to lack of support from the previous director."*

*"Smartgov has helped a great deal. We are able to look at everything and see what is missing. The website has helped."*

**2. Internal reorganization has improved service.**

The staff reorganized how they completed plan reviews and inspections. Now one staff member provides the plan review process and meets with contractors and homeowners while the other staff member completes the majority of field inspections. This has improved the level of service to customers.

*According to the staff:*

*"I know that the Plan Reviewer goes out of his way to talk to contractors or homeowners about their projects and gives them suggestions to build a better structure."*

*"The Building Inspector accommodates to as much as he/she can possibly squeeze in for 'emergency' inspection requests." "The inspector will change or add time slots for inspections, particularly if there is inclement weather."*

*"Since the decision to have a dedicated staff member as the Construction Plan Reviewer and a backup Building Inspector, it has helped the customers immensely."*

*"It is helpful to have a Plan Reviewer/Inspector in the office to answer questions, review plans, and meet with applicants."*

*"It will be nice to have leadership that is available to fill in for inspections or plan review if needed."*

*"We are more available to people with the new reorganization."*

**3. Providing an appointment time works best.**

The staff has used different methods for scheduling appointments for inspections. The method that appears to work better for all parties is an appointment time.

*According to the staff:*

*“Setting a time works much better.”*

*“We provide same-day inspection for concrete, and we make it happen that day. Other inspections are 24 hours, and we give them a time on the hour.”*

*“We want to know where the Inspector in the field is at all times from a safety standpoint.”*

*“We have had a compliment by the engineering firm on the wallbracing code enforcement.”*

## **F. Improvements and Innovations**

**1. Improve the use of SmartGov.** The software needs to be used uniformly by all staff, and to its fullest capability. The software deals with plan-review timing, states of completion, workflows, stopwatches and other tools to ensure an application is being processed in a timely manner. There is a public portal that will allow the contractors, builders, and homeowners an option to schedule inspections, apply for a building permit or make payments. This portal will allow the department to take payments online, saving the applicant time. To improve the use of the software, the staff needs to identify additional training required for full implementation.

*According to the staff:*

*“Everyone needs to use it in the same fashion and implement the same way.”*

**2. Continue website modifications and improvements. This will require staff time to be dedicated to updating and improving the website content.**

Updated handouts are needed for common building code questions. The IRC codes are accessible through the International Building Codes website, but you have to be “knowledgeable” to access certain building code regulations. Most builders do not have the time or cannot sit in front of a computer to look up information, so they rely on staff to assist them. The County could provide a link to this information on the website so it is easier to access. The staff said they have updated material to add to the website, and again, this requires dedicated staff time to allow for updating the website information. There are other cities and counties who have material that can be linked to the website as well. Additional material such as YouTube videos could be linked as well.

**3. Education and training of the public, in particular the building and trade community.**

There was common consensus that education and training is important to keep current with changes. This should be done in conjunction with all the staff, and an open invitation to the building and trade community to participate in workshops. To plan the workshops, topics could

be submitted to the department online as suggestions. Examples of topics may be, 'What details are needed in a framing plan?' or 'What are differences between the building codes for the City and the County?'

*According to the contractors:*

*In referring to internal improvements, "Everybody needs to get on the same boat."*

*In referring to collaboration with the City and County, "There is no sharing of information."*

*"Make it easier for the consumer." "The County could remove the requirement of two paper copies of one-quarter inch scale and move to one-eighth inch submissions electronically." This would reduce cost and provide smaller documents to handle.*

*"The County needs to adopt new codes and be more in step with the City."*

*"There needs to be use of appeals committees or boards for issues of disagreement between contractors and the building and code staff."*

#### **4. Provide technology to staff.**

The staff in the field should be using more current technology with a smart phone or a tablet. They should be accessing schedules, drawings, reports, data, building codes, and take photos and download them to their reports.

The office staff should have access and training for AutoCAD, and can work with Public Works on learning how to use it effectively.

#### **5. Modify staff hours during peak times.**

This includes modifying the inspector hours during peak times to allow them to get into the field sooner and perhaps stay longer. This would also allow for overtime as needed to keep up with demand rather than hiring additional staff. Another option would be to use or hire a floating inspector for peak times. This could also extend to the front office window opening earlier in the summer.

*According to the staff:*

*"We have talked about doing a shift in office hours for construction time."*

#### **6. Dedicated meeting space.**

The department needs dedicated meeting space to meet with builders, contractors, or homeowners, or meet with each other. There is a lot of walk-in traffic, and people need to have space for meetings. A dedicated conference room would be easier for customers and staff. Currently they have to schedule space through Public Works.

#### **7. Continuing training and education needed (see above).**

- 8. Policies, procedures, and record keeping (see above).**
- 9. Guidance and leadership (see above).**
- 10. Review of permits and fees (see above).**
- 11. Use of the Board of Construction Code Appeals (see above).**
- 12. Support from the County Commission (see above).**

## VII. SURVEY RESULTS WITH CONTRACTORS

The survey with contractors was provided in person as well as online. Contractors had a two-week window in February 2016 to complete the survey. There was an additional survey for appointed board members; however, there were too few responses to provide in the report. The contractor responses are provided for the department as a whole. Twenty-one respondents completed the survey, and their responses follow.

| Q1. Which stakeholder group do you represent?                                              |                  |                |
|--------------------------------------------------------------------------------------------|------------------|----------------|
| Answer Options                                                                             | Response Percent | Response Count |
| General Contractor                                                                         | 60.0%            | 12             |
| Trade Contractor (Plumbing, Electrical, Mechanical)                                        | 35.0%            | 7              |
| Developer                                                                                  | 0.0%             | 0              |
| Other (please specify)                                                                     | 5.0%             | 1              |
| <b>answered question</b>                                                                   |                  | <b>20</b>      |
| <b>skipped question</b>                                                                    |                  | <b>1</b>       |
|                                                                                            |                  |                |
|                                                                                            |                  |                |
| Q2. How much interaction do you have with the Building Codes and Inspection services area? |                  |                |
| Answer Options                                                                             | Response Percent | Response Count |
| Weekly (quite a lot, on a weekly basis)                                                    | 9.5%             | 2              |
| Monthly (a fair amount, generally every month)                                             | 52.4%            | 11             |
| Quarterly (usually once a quarter)                                                         | 19.0%            | 4              |
| Annual (usually once a year)                                                               | 9.5%             | 2              |
| None                                                                                       | 0.0%             | 0              |
| Other (please specify)                                                                     | 9.5%             | 2              |
| <b>answered question</b>                                                                   |                  | <b>21</b>      |
| <b>skipped question</b>                                                                    |                  | <b>0</b>       |

Findings:

### 1. Responsiveness - the department in general received fairly positive feedback.

Generally speaking, the staff received very positive reviews. The reviews revealed contractors/stakeholders wanted a timeframe that was faster. The response to Board interaction was dominated by “not applicable”. Contractors overall appeared to feel there could be additional information on the website, however there was a **substantial** portion (55%) where this question was ‘not sure’ or ‘not applicable’.

### 2. Fairness - the contractors reported fairly positive feedback, it was the application of the building codes that received lower feedback. Contractors overall felt a positive treatment

for consistency and fairness by the staff, it was the application of the the building codes where contractors differed which points out an area for improvement.

**3. The staff received very high remarks from contractors regarding professionalism and knowledge.** Providing clear and concise information is an area of improvement as well as information on the website. However, again a large percentage of respondents were not sure or found the website not applicable. There was a fairly low percentage of interaction with the boards governing the zoning appeals, building codes, and planning board and therefore this question was “not applicable” or “not sure”.

| <b>Q3. Responsiveness</b>                                    | <b>Strongly Agree to Agree</b> | <b>Not sure</b> | <b>Disagree to Strongly Disagree</b> | <b>Not applicable</b> |
|--------------------------------------------------------------|--------------------------------|-----------------|--------------------------------------|-----------------------|
| The staff is available to help me.                           | 70%                            | 11%             | 10%                                  | 10%                   |
| The staff responds to my issues in a timely manner.          | 60%                            | 13%             | 16%                                  | 11%                   |
| The process and timeline about right.                        | 52%                            | 10%             | 21%                                  | 17%                   |
| The board of zoning appeals acts in a timely manner.         | 10%                            | 35%             | 0%                                   | 55%                   |
| The board of building codes appeals acts in a timely manner. | 5%                             | 30%             | 10%                                  | 55%                   |
| The planning commission acts in a timely manner.             | 20%                            | 35%             | 5%                                   | 40%                   |
| The information on the website answers my questions.         | 40%                            | 30%             | 5%                                   | 25%                   |

| <b>Q4. Fairness</b>                                               | <b>Strongly Agree to Agree</b> | <b>Not sure</b> | <b>Disagree to Strongly Disagree</b> | <b>Not applicable</b> |
|-------------------------------------------------------------------|--------------------------------|-----------------|--------------------------------------|-----------------------|
| The staff treats me consistently and fairly.                      | 62%                            | 10%             | 17%                                  | 11%                   |
| The county building codes are applied consistently and fairly.    | 43%                            | 10%             | 48%                                  | 0%                    |
| The board of zoning appeals acts consistently and fairly.         | 10%                            | 25%             | 5%                                   | 60%                   |
| The board of building codes appeals acts consistently and fairly. | 10%                            | 30%             | 0%                                   | 60%                   |
| The planning commission acts consistently and fairly.             | 11%                            | 42%             | 0%                                   | 47%                   |

| <b>Q5. Professionalism</b>                                             | <b>Strongly Agree to Agree</b> | <b>Not sure</b> | <b>Disagree to Strongly Disagree</b> | <b>Not applicable</b> |
|------------------------------------------------------------------------|--------------------------------|-----------------|--------------------------------------|-----------------------|
| The staff are professional and knowledgeable.                          | 62%                            | 12%             | 15%                                  | 12%                   |
| The staff provide clear and concise information.                       | 58%                            | 17%             | 12%                                  | 13%                   |
| The information on the website is clear and concise.                   | 30%                            | 35%             | 10%                                  | 25%                   |
| The information on the website answers my questions.                   | 35%                            | 25%             | 15%                                  | 25%                   |
| The department handouts and instructions are clear and concise.        | 40%                            | 20%             | 25%                                  | 15%                   |
| The board of zoning appeals are professional and knowledgeable.        | 11%                            | 32%             | 5%                                   | 53%                   |
| The board of building codes appeal are professional and knowledgeable. | 16%                            | 32%             | 0%                                   | 53%                   |
| The planning commission is professional and knowledgeable.             | 21%                            | 32%             | 0%                                   | 47%                   |

When contractors were asked what innovations would move the department forward, the following comments were made:

- Don't take so long getting a permit.
- Text or email contractors with problems.
- Automated inspections.
- Plan review.
- Permanent department leadership.
- Online posting of permit information.
- More transparency in the inspection process.
- Ability to apply for MEP permits and schedule inspections online.

## Appendix 1: Survey Instrument for Peers in Local Government



OVERLAND PARK, KS OFFICE: P.O. Box 27196, Overland Park, KS 66225 Phone: (913) 851-7530  
FORT COLLINS, CO OFFICE: 4809 Prairie Vista Drive, Fort Collins, CO 80526 Phone: (970) 266-8724  
Fax: (913) 851-7529  
[www.austinpeters.com](http://www.austinpeters.com)

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February 2, 2016

Re: Benchmark Survey for Inspection and Building Code Services

Dear Participant:

The Douglas County Board of County Commission has hired our firm to conduct a benchmark survey for code and inspection services. Your organization was selected based on size, geography, or for economic reasons. We would like to ask you to participate and complete the survey to the best of your ability. You are welcome to attach printed documents for additional explanation.

Please review the attached survey and provide information for 2015. Please return your response by February 12, 2016 to: **The Austin Peters Group, Inc. 913-851-7529 (fax) or email [etatarko@austinpeters.com](mailto:etatarko@austinpeters.com)**. Our local contact person at Douglas County is the Assistant County Administrator, Sarah Plinsky. If you have questions on how to complete the survey or wish to provide responses verbally over the phone please call me at 970-266-8724. If I do not hear from you by February 12, our staff will give you a call to collect the information over the telephone.

**Once the survey is complete, we will send you the results.** If this survey has not reached the correct person, would you please contact me or forward it to the correct person. We appreciate your participation, as does the Douglas County Board of County Commission.

Please call me if you have questions.

Beth Tatarko  
Vice President  
970-266-8724

***Provide all data for the year 2015.***

### **BUILDING PERMITS:**

Please provide information by the type of permit issued. Also provide the standard or goal of your department for the issuance of a permit.

What is the number of staff assigned to this function? If a staff member is part-time, indicate number of hours per week? \_\_\_\_\_

What are the minimum qualifications for education and/or experience required for staff for this function?

| Type of Permit                                                                        | Number Issued in 2015 | Average Length of Time to Issue (in days) | Established Goal to Issue Permit |
|---------------------------------------------------------------------------------------|-----------------------|-------------------------------------------|----------------------------------|
| Residential Single Family (excluding modular homes)                                   |                       |                                           |                                  |
| Commercial Building                                                                   |                       |                                           |                                  |
| Commercial Building Addition                                                          |                       |                                           |                                  |
| Residential Additions (alterations, attached garage, porch, sunroom, basement finish) |                       |                                           |                                  |
| Residential Deck                                                                      |                       |                                           |                                  |
| Accessory Building (excluding agricultural use buildings)                             |                       |                                           |                                  |
| Agricultural Building                                                                 |                       |                                           |                                  |
| Manufactured and/or Modular Housing                                                   |                       |                                           |                                  |
| Roofing                                                                               |                       |                                           |                                  |
| Electrical                                                                            |                       |                                           |                                  |
| Plumbing                                                                              |                       |                                           |                                  |
| Mechanical                                                                            |                       |                                           |                                  |
| Demolition                                                                            |                       |                                           |                                  |
| Other (please list)                                                                   |                       |                                           |                                  |
|                                                                                       |                       |                                           |                                  |
| Total                                                                                 |                       | N/A                                       | N/A                              |

**INSPECTIONS:**

Please provide information by type of inspection. Also provide the standard or goal of your department for the issuance of a permit.

What is the number of staff assigned to this function? If a staff member is part-time, indicate number of hours per week? \_\_\_\_\_

What are the minimum qualifications for education and/or experience required for staff for this function?

| Type of Inspection                                   | Number Conducted in 2015 | Is this inspection completed within a 24 hour request?<br>Y/N | Established Goal to Respond |
|------------------------------------------------------|--------------------------|---------------------------------------------------------------|-----------------------------|
| Footing                                              |                          |                                                               |                             |
| Foundation                                           |                          |                                                               |                             |
| Framing                                              |                          |                                                               |                             |
| Framing braced wall                                  |                          |                                                               |                             |
| Rough In (Mechanical, Electrical, Plumbing)          |                          |                                                               |                             |
| Insulation Inspection                                |                          |                                                               |                             |
| Sheetrock nailing inspection                         |                          |                                                               |                             |
| Final Inspection                                     |                          |                                                               |                             |
| Permanent Service (Mechanical, Electrical, Plumbing) |                          |                                                               |                             |
| Other (please list)                                  |                          |                                                               |                             |
|                                                      |                          |                                                               |                             |
|                                                      |                          |                                                               |                             |
|                                                      |                          |                                                               |                             |
| Total                                                |                          | N/A                                                           | N/A                         |

**PLAN REVIEWS:**

Please provide the number of plan reviews conducted. What is the average time (in days) required to complete a plan review?

What is the number of staff assigned to this function? If a staff member is part-time, indicate number of hours per week? \_\_\_\_\_

What are the minimum qualifications for education and/or experience required for staff for this function?

| Plan Reviews                                 | Number Conducted in 2015 | Average Length of Time to Complete (in days) | Established Goal to Complete |
|----------------------------------------------|--------------------------|----------------------------------------------|------------------------------|
| Site Plans                                   |                          |                                              |                              |
| Construction Plans - 1 and 2 family dwelling |                          |                                              |                              |
| Constructions Plans - all others             |                          |                                              |                              |
| Pre application review                       |                          |                                              |                              |
| Flood plain review                           |                          |                                              |                              |
| Others - please list                         |                          |                                              |                              |

**General Questions:**

1. What codes and editions have been adopted (i.e. IBC 2012 edition)?
2. Do you schedule specific times for inspections or guarantee a maximum response time for any type of inspections? If so, provide.
3. Do you have a Fast Track Permit Process? If yes, explain or attach information.
4. Do you accept building permit applications that are not 100% complete? If yes, explain or attach information.
5. Do you conduct face-to-face meetings with the owner prior to the plan review process?
6. Prior to plan review approval, are there any specific plans or inspections you require, if so what are those?
7. What format scale (1/4" or 1/8") do you require for a site plan and how many copies? Can plans, specifications, and the construction document package be submitted electronically?
8. Does your jurisdiction have an on-line application process for any types of permits? If so, can the permit be purchased and issued on-line?
9. Do you require a contractor license for trade professions (plumbing, electrical, mechanical)? Do you license any other sub-contractors (i.e. framers, roofers, concrete contractors)? Do you require licenses for General Contractors - what types?
10. Do you permit deferred submissions for truss plans or shop drawings?
11. Do you have a checklist system in place for plan review, building permit application, or inspections? If so, please attach.

**Fees:**

1. Please attach a fee schedule for permits and inspections.
2. When was the fee schedule updated last?
3. Please provide any explanation as to how those are determined.
4. Are fees adjusted at any point during construction? If so, what circumstance would cause an adjustment?

**Waivers/Exceptions:**

1. Do you provide permit fee waivers to public agencies or citizens suffering hardship? Please provide information or policies on any fee waivers or exceptions provided.

2. How do you handle expired permits? What is the policy/procedure/ordinance for those projects that default where owners are unable to complete the work specified in the building permit? What records are maintained in this case? When do your permits expire?
3. How do you handle buildings that are constructed without a permit?

**Tests:**

1. What types of tests do your inspectors use during inspection process?

**Innovations/Best Practices:**

1. Please describe any innovations or best practices followed by your organization for code and inspection services that have occurred in the past five years?

## **Appendix 2: Open-Ended Responses from Benchmark Survey**

### **Data Reported for 2015**

#### **Education and Knowledge of Staff**

What are the minimum qualifications for education and/or experience required for staff for this function?

##### **Douglas County, Kansas:**

###### **Permit Staff**

- High School graduation or GED;
- Considerable knowledge of office procedures, practices and equipment;
- Considerable knowledge of laws and regulations affecting payroll by Federal, State and other governmental agencies;
- Knowledge of research methods and techniques of budget development and methods of report presentation;
- Knowledge of the rules, regulations and resolutions governing the departments and the County;
- Ability to organize, allocate, coordinate and review the work of subordinates engaged in routine and complex clerical and accounting work;
- Ability to establish and maintain effective work relationships with employees, other County departments, and the general public;
- Ability to make significant decisions and to exercise resourcefulness in meeting new problems.

###### **Combination Inspector**

- High School graduation or GED;
- Considerable knowledge of the materials, methods and practices used in building construction and the stages of construction when possible defects and violations may be most easily observed and corrected;
- Considerable knowledge of the County's building code, subdivision regulations, and zoning regulations;
- Ability to recognize faulty construction or hazardous conditions created by deterioration and to appraise for quality of construction and ventilation;
- Ability to read and interpret building plans and specifications and to recognize deviations from such plan in construction;
- Ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies, co-workers, and the general public;
- Ability to communicate effectively both orally and in writing, and to follow oral and written communications.
- Possession of a valid Kansas Driver's license.
- Preferred Qualifications - Certification from the International Code Council (ICC) in any component of the Commercial Inspector Certification (B2, E2, M2, or P2 categories) or in any component of the Residential Inspector (BI, EI, MI, EI).

##### **Boone County, Missouri:**

###### **Permit Staff**

- Different staff responsible for basic permit issuance.
- Education ranges from high school to college degree.

###### **Inspectors**

- Minimum five years of experience in construction trade.

Plan Reviewer –

- Minimum five years of experience in construction trade and one year on-the-job training.

**Boulder County, Colorado:**

Permit Staff

- High school education and four years of construction experience.

Plan Reviewer

- High school education and five years construction experience.

**Butler County, Kansas:**

No Response.

**Franklin County, Kansas:**

Building Official

- ICC Certification in Residential Combination and Commercial Building Inspection and/or ICC CBO Certification.
- Secretarial requires above average skill level.

Plan Reviewer

- See Building Official qualifications.

**Johnson County, Kansas:**

HS Diploma (Continuing education required.)

Planner

- AICP preferred. (Masters in Planning),

Plans Examiner

- (Continuing Education required.)

**Larimer County, Colorado:**

Permit Staff

- Two years general or legal office experience involving heavy public contact and computer use;
- Experience in building construction, building code compliance, and/or land use/zoning code highly desirable.
- High School diploma or GED with supplemental coursework in general or legal clerical and computer functions;
- Completion of relevant coursework related to building code or land use/zoning code enforcement to effectively understand the codes subject to enforcement is highly desirable.

Inspectors

- High school diploma or GED required.
- Three years of responsible experience in the journey level trades or as contractor in a variety of building construction activities, including some experience as a building inspector.
- Possession of, or ability to obtain, a valid Colorado Driver's License.
- Possession of, or ability to obtain within one year of employment, ICC certifications in Commercial and Residential Plumbing and Building Inspection.

- Possession of, or ability to obtain, ICC certifications in Mechanical and Energy is highly desirable.

#### Plan Reviewer

- Four years of increasingly responsible plan review experience.
- Experience in permitting, building inspection, building code enforcement, and supervision highly desirable.
- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Building Construction, or closely related field.
- Possession of, or ability to obtain, a valid Colorado Driver's License.
- Possession of, or ability to obtain within one year of employment, ICC certifications as Plans Examiner and Building Inspector Possession of, or ability to obtain ICC certifications in Mechanical and Energy is highly desirable.
- Possession of, or ability to obtain, Accessibility Plans Examiner Certification is highly desirable.

#### **Lawrence, Kansas:**

##### Building official

- Equivalent to a Bachelors degree with major course work in construction technology, planning, civil engineering, architecture or a related field, with four years of increasingly responsible relevant experience, as well as certification as a combination inspector through ICC.

##### Senior plans examiner

- Equivalent to a Bachelors degree with major course work in construction management or a related field, with at least three years of increasingly responsible relevant experience, as well as certifications as a residential plans reviewer and building plans reviewer through ICC.

##### Plans examiner

- Equivalent to a bachelors degree with major course work in construction management or a related field, with at least three years of increasingly responsible relevant experience, as well as certification as a residential plans reviewer and building plans reviewer.

##### Building inspector

- Equivalent to completion of twelfth grade supplemented by specialized training in construction technology, code enforcement or a related field, with at least two years of increasingly responsible building inspection experience involving the full range of inspection duties, with inspector certification through ICC as required by job assignment.

#### **Miami County, Kansas:**

##### Permit Staff

- Not provided.

##### Inspector

- High school minimum, prefer college degree.

#### **Wyandotte County, Kansas:**

##### Permit Staff

- Construction background

## Inspector

- Construction background

## Plan Reviewer

- Ability to read and interpret plans;
- Extensive knowledge of current codes/ordinances.

## Permit Comparisons

### Inspection Comparisons

### Plan Review Comparisons

## General Questions:

12. What codes and editions have been adopted (i.e. IBC 2012 edition)?

Douglas County, Kansas: International Building Code, 2012 Edition (IBC)

International Residential Code, 2012 Edition (IRC)

International Plumbing Code, 2012 Edition (IPC)

International Mechanical Code, 2012 Edition (IMC)

International Fuel Gas Code, 2012 Edition (IFGC)

National Electrical Code, 2011 Edition (NEC)

Boone County, Missouri: 2012 International Codes

Boulder County, Colorado: 2015s effective 1/1/16

Butler County, Kansas: IBC 2003

Franklin County, Kansas: 2003 Edition of ICC Construction Codes

Johnson County, Kansas: IBC/IRC 2012

Larimer County, Colorado: 2012 IRC; IBC; IPC; IFGC; IECC; IEBC; 1997 UAC; and latest published version of NBGS for the standard of voluntary green building program for 1 & 2 family residences.

Lawrence, Kansas: 2012 ICC codes, including IBC, IRC, IEBC, IECC, IFGC, IMP, IPC, IPMC, IFC; and 2011 NEC

Miami County, Kansas: 2006 I Codes, 2005 NEC

Wyandotte County, Kansas: 2009 IBC;

13. Do you schedule specific times for inspections or guarantee a maximum response time for any type of inspections? If so, provide.

Douglas County, Kansas: We schedule specific times for inspections, on the hour. We guarantee same-day service for concrete inspections, if requested by 12 noon. We provide 24-hour business-day turnaround time on inspection requests (Call today, we schedule inspection next business day, with the concrete inspection exception previously noted).

Boone County, Missouri: We do not set times. General AM or PM only. Half-day notice required for residential inspections. 24-hour notice for commercial projects.

Boulder County, Colorado: We cover about 725 sq. mi. of country, which is 60% mountainous terrain, so we do not give specific times. We do make the inspector's list of inspections available after 9:00 on the day of the inspection.

Butler County, Kansas: Between Hours of 8-5, and we need 24 hours notice.

Franklin County, Kansas: We ask for minimum request times from contractors.

Johnson County, Kansas: Exact times are assigned to footing/foundation, structural slab and fire alarm/sprinkler inspections. A time is also assigned to interior inspections of an occupied home.

Larimer County, Colorado: Am or PM request for miscellaneous permit, footings, foundation, and underslab only.

Lawrence, Kansas: Inspections scheduled before 7am are performed within the same business day. A will-call service is provided for footing, foundation, slab, and sewer inspections. The will-call protocol is for the contractor to schedule the inspection prior to 7am, and notify staff by phone when work is complete and ready for inspection. An inspector will respond within 25 minutes.

Miami County, Kansas: We will accept a time for concrete-related inspections and promise a two-hour window. All others are anytime during day. Inspectors prepare itinerary by 8:30. People needing time can call in after that to obtain a two-hour window of inspection time estimate.

Wyandotte County, Kansas: For footing, foundation, sewer, and open-basement (demos), a maximum response time of two hours.

14. Do you have a Fast Track Permit Process? If yes, explain or attach information.

Douglas County, Kansas: Yes, but no one has taken advantage of the process to date. The "Fast Track" permitting process requires the payment of a double fee. We require permits for, but prioritize emergency and storm damage reconnects. We permit after-hours emergency electrical, mechanical, and plumbing repairs to be made without first obtaining a permit, provided the licensed contractor performing the work gets the required permit and inspection as soon as the office opens.

Boone County, Missouri: No.

Boulder County, Colorado: We do "EZBPs" for single permits, with applications accepted via email and issuance over the counter or the same day. We should be able to provide reports on plan review times.

Butler County, Kansas: No.

Franklin County, Kansas: We will allow phased approval per code as long as owner understands this does not guarantee a future outcome.

Johnson County, Kansas: No.

Larimer County, Colorado: No Response.

Lawrence, Kansas: No.

Miami County, Kansas: We do not have a fast track process. Permit applications/plans are reviewed in order they are received.

Wyandotte County, Kansas: No

15. Do you accept building permit applications that are not 100% complete? If yes, explain or attach information.

Douglas County, Kansas: Yes, and we issue permits with deferred documentation. As an example, we will issue a permit for a new single-family dwelling without the sealed truss document package. We require the deferred truss document package be submitted to and approved by the plan reviewer before the permit holder calls for the framing inspection. Steel building shop drawings may be deferred in a similar manner.

Boone County, Missouri: No

Boulder County, Colorado: No. We screen all permit applications that require plan review at the front counter and do not accept incomplete applications.

Butler County, Kansas: No

Franklin County, Kansas: Yes if it will not affect evaluation for code compliance.

Johnson County, Kansas: Depends on the circumstances, but not usually. For example, if the general contractor hasn't determined who the various subcontractors would be for a project, he can write "TBD" on the application.

Larimer County, Colorado: No

Lawrence, Kansas: Yes, but applications lacking plans will not be reviewed until plans are received. Such incomplete applications are logged in with an incomplete status, and the review “clock” does not begin until plans are received.

Miami County, Kansas: No.

Wyandotte County, Kansas: No

16. Do you conduct face-to-face meetings with the owner prior to the plan review process?

Douglas County, Kansas: Yes, in fact we encourage pre-application meetings with permit applicants. These meetings would be open not just to owners, but architects, engineers, contractors, specialty sub-contractors, and any other project stakeholders.

Boone County, Missouri: Plan reviews are only required for commercial projects, with in-person meetings held if needed.

Boulder County, Colorado: See question 4.

Butler County, Kansas: Most generally but sometimes it is not needed.

Franklin County, Kansas: We welcome it but it is not required. We may ask in special circumstances.

Johnson County, Kansas: At the owner’s request.

Larimer County, Colorado: Optional service, encouraged for commercial.

Lawrence, Kansas: A face-to-face meeting is not required, but will be accommodated on request.

Miami County, Kansas: Upon request.

Wyandotte County, Kansas: Commercial projects for new buildings or additions may schedule a pre-application meeting.

17. Prior to plan review approval, are there any specific plans or inspections you require, if so what are those?

Douglas County, Kansas: The construction plan document package typically will contain:

Plot plan

Construction plans, generally including:

- Elevations
- Footing, pier, and/or foundation system plan, with cross-section and reinforcing details
- Floor plan
- Wall sections
- Braced wall panel construction details and locations
- If appropriate, truss document package, bearing the seal of a Kansas Registered Engineer. This includes any component system construction, roof/ceiling or floor systems.

- Douglas County Energy Checklist
- Heating and cooling equipment load calculations
- Owner's statement of authorization if a contractor is applying for the permit

Projects requiring a fire protection system must include fire protection system shop drawings.

The documents listed above will be provided in duplicate. In addition to the construction plan document package, the permit applicant must complete a permit application form.

Applicants must apply for and have the private sewage disposal system and potable water source approved by the Douglas County Health Department prior to occupancy. The road access entrance must be approved by the Douglas County Public Works Department or the political subdivision in control of the road.

Floodplain permit applications as necessary are required when construction is located in a flood hazard zone.

The ordinance provides for the Building Official to conduct discretionary site visits, but this rarely is exercised prior to plan review approval and generally only to facilitate the application process or to assist an applicant.

Boone County, Missouri: No plans required for residential. Require all details on commercial projects.

Boulder County, Colorado: No response.

Butler County, Kansas: We perform a site evaluation prior to approval.

Franklin County, Kansas: May require a visit to understand commercial or industrial situations better.

Johnson County, Kansas: No

Larimer County, Colorado: No

Lawrence, Kansas: See attached documents "Commercial Building Permit Application Design Criteria" and "One- and Two-Family Dwelling Permit Application. These documents include information about plans required for review.

Miami County, Kansas: Do not understand question. Most projects require some level of plans. See permit handouts at <http://www.miamicountyks.org/153/Permits>

Wyandotte County, Kansas: No inspections required; submissions must include complete plan set, Comcheck, and electronic submission.

18. What format scale (1/4" or 1/8") do you require for a site plan and how many copies? Can plans, specifications, and the construction document package be submitted electronically?

Douglas County, Kansas: Typically, site plans (plot plans) will be done in engineering scale selected by the surveyor, appropriate to plotting the "site plan" on an 8 h" x 11", 11" x 17", or for very large parcels, 22" x 36" sheets. Many of our projects are placed on parcels of land five to ten acres in size; many are on much larger parcels. The architectural scale format is not practical or used for site plans (plot plans).

If you are asking about construction plan format scaling, we ask that most construction plans meet the h" = 1', industry standard format. Extremely large projects, i.e. warehouse or industrial buildings 500,000 to 750,000 sq. ft. in floor area, may employ a 1/8" = 1' scale, but this type of project would be rare in Douglas County. The bottom line is legibility and do the plans provide the detail necessary to determine code compliance.

We can accept some documents electronically, but do not have a true electronic plan submission process. We have the software allowing us to accept electronic construction document packages but have not yet implemented the portal or process.

Boone County, Missouri: Three sets of plans stamped by an architect or engineer licensed in the state of Missouri, and one digital set.

Boulder County, Colorado: One-quarter inch (1/4"). We require two sets of plans plus an electronic copy on CD, flash drive, or via email.

Butler County, Kansas: 1/4" Scale with two Copies, and yes, they can be submitted electronically.

Franklin County, Kansas: Two copies of readable plans. Our print capability is limited to 11x17 here so complex detailed plans must be submitted in larger format, otherwise electronically stamped plans may be submitted.

Johnson County, Kansas: Formatted scale is 1/4". Two copies of the site plan are required. Plans, specs and supporting documents may be electronically submitted.

Larimer County, Colorado: 1"=10' or 100' preferred, five copies, no electronic submittal.

Lawrence, Kansas: 1/8" scale is permitted if legible. One hard copy is required that is turned back over to the contractor to be kept on the jobsite. Electronic submittals are required.

Miami County, Kansas: We do not specify.

Wyandotte County, Kansas: Standard engineering/architectural scale. Yes.

19. Does your jurisdiction have an online application process for any types of permits? If so, can the permit be purchased and issued online?

Douglas County, Kansas: No, and not applicable.

Boone County, Missouri: No.

Boulder County, Colorado: No response.

Butler County, Kansas: Yes, they can complete the application on our website but have to fax in the Permit Form. Can also pay with Credit Card if requested.

Franklin County, Kansas: No.

Johnson County, Kansas: No.

Larimer County, Colorado: Can apply online for miscellaneous permits only. No online payment, purchase or issuance.

Lawrence, Kansas: No

Miami County, Kansas: Not at this time. Maybe in next year or so.

Wyandotte County, Kansas: Trade permits may be applied for and issued via email; statements mailed monthly.

20. Do you require a contractor license for trade professions (plumbing, electrical, mechanical)? Do you license any other subcontractors (i.e. framers, roofers, concrete contractors)? Do you require licenses for General Contractors - what types?

Douglas County, Kansas: Douglas County does not administer or participate in a contractor licensing program or agency. The ordinance does require plumbing, mechanical, and electrical contractors to possess a valid contractor's license issued by a Kansas jurisdiction. When appropriate, plumbing, mechanical, and electrical contractors are listed on permit applications. No other subcontractor categories require licensure. The jurisdiction does not require prime contractors (general, building or residential) to be licensed.

Boone County, Missouri: No

Boulder County, Colorado: We require contractor licenses for all except plumbers and electricians who are licensed by the state, so we do not require it.

Butler County, Kansas: We license all Trades, Subs and General Contractors

Franklin County, Kansas: No to all of the above.

Johnson County, Kansas: Yes, Class A, B or C license is required for general contractors.

Larimer County, Colorado: Yes for engineered steel buildings, truss drawings, manual J calculations.

Lawrence, Kansas: Contractor licenses are required for trade professions, including mechanical, electrical and plumbing, and for framing and concrete contractors. Licenses are required for General Contractors, including Class A General Contractors, Class B Building Contractors, and Class C Residential Contractors.

Miami County, Kansas: Yes, Full license program. See at <http://www.miamicountyks.org/517/Contractor-Licensing>.

Wyandotte County, Kansas: Yes, all entities doing business in Kansas City, KS must carry a current business license; trade contractors must also have a current surety bond on file with Business License Division and must carry a Master's and employee cards; roofing contractors must be registered with the State of Kansas Attorney General's Office.

21. Do you permit deferred submissions for truss plans or shop drawings?

Douglas County, Kansas: Yes. Please refer to the answer provided in the response to question 4.

Boone County, Missouri: Yes

Boulder County, Colorado: Yes

Butler County, Kansas: Yes as long as they are stamped.

Franklin County, Kansas: Yes

Johnson County, Kansas: Yes

Larimer County, Colorado:

Lawrence, Kansas: Yes

Miami County, Kansas: We require truss shop drawings for permit review with sealed drawings before framing inspection.

Wyandotte County, Kansas: Yes, they must be submitted prior to rough-in inspection.

22. Do you have a checklist system in place for plan review, building permit application, or inspections? If so, please attach.

Douglas County, Kansas: The Department publishes a list of items generally required in the permit application package, but does not have published plan review or inspection check-lists. We do provide a list of inspections generally required for new building projects. Please find the application checklist and the list of required inspections under cover of this questionnaire.

Boone County, Missouri: Inspection checklist.

Boulder County, Colorado: Yes see attached.

Butler County, Kansas: No.

Franklin County, Kansas: Yes.

Johnson County, Kansas: Yes.

Larimer County, Colorado: No response.

Lawrence, Kansas: No.

Miami County, Kansas: No.

Wyandotte County, Kansas: ICC Checklist

#### **Fees:**

5. Please attach a fee schedule for permits and inspections.

Douglas County, Kansas: See attached fee schedule under cover of this questionnaire.

The ordinance adopting and modifying the codes make no provisions for plan review fees.

Boone County, Missouri: Refer to [www.showmeboone.com](http://www.showmeboone.com)

Boulder County, Colorado: No response.

Butler County, Kansas: No response.

Franklin County, Kansas: In Appendix.

Johnson County, Kansas: No response.

Larimer County, Colorado: No response.

Lawrence, Kansas: Attached.

Miami County, Kansas: Attached.

Wyandotte County, Kansas: Attached.

6. When was the fee schedule updated last?

Douglas County, Kansas: The schedule was adopted September 19, 2012. It was last modified January 1, 2014, with the addition of solar photovoltaic system installation fees.

Boone County, Missouri: January 1, 2016

Boulder County, Colorado: In process.

Butler County, Kansas: 2008

Franklin County, Kansas: 2008

Johnson County, Kansas: 2013

Larimer County, Colorado: 7/1/15

Lawrence, Kansas: 2008

Miami County, Kansas: 2007

Wyandotte County, Kansas: That info not available.

7. Please provide any explanation as to how those are determined.

Douglas County, Kansas: The fee is based on value. Valuation is declared by the permit applicant.

Boone County, Missouri: Permit fee based on use group, size and type of construction.

Boulder County, Colorado: Based upon the actual of the construction project.

Butler County, Kansas: 60% of recommended Fee Schedule and approved by the Board of County Commissioners.

Franklin County, Kansas: Adopted by resolution of the Franklin County Board of County Commissioners.

Johnson County, Kansas: To calculate your building permit fee use the fee table provided. The permit fee is based on valuation. With the adoption of the 2012 International Codes, as of May 13, 2013 the permit fee for plumbing, electrical, mechanical, and roofing can be calculated as well. See the table provided.

Larimer County, Colorado: Local fee table adopted with code cycle and annual inflation increase, via elected officials.

Lawrence, Kansas: No response.

Miami County, Kansas: See regs. We have a spreadsheet that we use to determine construction valuation based on ICC valuation data that is published twice annually. We update valuation based on the February data each year. When valuation is determined, the spreadsheet has a formula that calculates permit fee based upon table in regs.

Wyandotte County, Kansas: County Administrator.

8. Are fees adjusted at any point during construction? If so, what circumstance would cause an adjustment?

Douglas County, Kansas: Substantive modifications to the original permit could trigger additional permit fees, but it would be unusual; the building valuation would change during the construction project so much as to justify the recalculation and reassessment of fees. If the nature or substantial character of the project changes, fees may be recalculated or a new permit may be issued.

Boone County, Missouri: Only if scope of project changes.

Boulder County, Colorado: If the scope of the work is expanded.

Butler County, Kansas: No adjustments are made.

Franklin County, Kansas: At times. Basement finish or addition not originally applied for.

Johnson County, Kansas:

Larimer County, Colorado: Penalty fees (re-inspection, work started prior to permit) fees changed scope of work.

Lawrence, Kansas: Fees are adjusted infrequently during construction, which result from a significant change in the scope of a project.

Miami County, Kansas: No.

Wyandotte County, Kansas: If there is additional scope of work added; if permit needs to be "renewed" (i.e. no inspections done w/in a six-month period).

#### **Waivers/Exceptions:**

4. Do you provide permit fee waivers to public agencies or citizens suffering hardship? Please provide information or policies on any fee waivers or exceptions provided.

Douglas County, Kansas: Except through exemption by state statute, the ordinance provides no provisions for a fee waiver to public agencies or for hardship situations.

Boone County, Missouri: No

Boulder County, Colorado: We do not charge fees for jurisdictions or taxing districts that collect a mill levy, i.e., cities, towns, fire protection districts, etc. We allow limited fee reductions for rebuilding after disasters. See attached fee schedule.

Butler County, Kansas: In most cases to public agencies and will consider a hardship situation. No written policy in place.

Franklin County, Kansas: Taken to the Franklin County Board of County Commissioners.

Johnson County, Kansas: No.

Larimer County, Colorado: Tax-exempt organizations don't pay use tax fee reduction adopted for natural disasters.

Lawrence, Kansas: Fees are waived as follows:

1. City projects.
2. For residential projects performed by the City's designated affordable housing agency; waived fees are credited as "matching funds" for grant programs.
3. There is a current 50% fee waiver for school district bond projects

Miami County, Kansas: On a case-by-case basis with County Commission approval.

Wyandotte County, Kansas: Registered not-for-profit organizations (i.e. Habitat for Humanity) are assessed ¼ fees. Hardship cases may make application to Community Development Div.

5. How do you handle expired permits? What is the policy/procedure/ordinance for those projects that default where owners are unable to complete the work specified in the building permit? What records are maintained in this case? When do your permits expire?

Douglas County, Kansas: Permits expire unless the authorized work begins within 180 days of the permit issuance date. If the work is suspended or abandoned for 180 days, the permit expires. If work requiring an inspection is done and inspected, the permit life is extended 180 days from the date of the inspection. The Building Official is authorized to grant one or more extensions for a period not to exceed 180 days each. If work is never started, the permit applicant may request a refund of 50% of the permit fee paid.

Boone County, Missouri: Permits are good for six months and renew at each inspection. Permits not receiving an inspection for six months are closed and will require a renewal fee if construction continues.

Boulder County, Colorado: No response.

Butler County, Kansas: Expired Permits are reviewed and consideration is given if a situation has arisen that does not allow the Owner the ability to complete the project within the 180-day window. If no activity has occurred the permit will be canceled and the owner will be required to pay for a new permit.

Franklin County, Kansas: Individual basis.

Johnson County, Kansas: Permits expire 180 days from the date of issue or last inspection. Contractors are provided with an opportunity to remedy the expiration either by extension request or by scheduling an inspection. The Building Official would review the case and make a determination. All records of communication are maintained. Permits expire in 180 days from the date of issue or last inspection.

Larimer County, Colorado: No response.

Lawrence, Kansas: Contractors are notified of expired permits at least annually and may not renew contractor licenses until expired permits are appropriately addressed. Permits expire after 180 days if work has not commenced, or after 180 days of inactivity.

Miami County, Kansas: Permits expire one year from issuance. We will extend permit based on percentage of valuation of work remaining. We notify permittees by mail when expiration is pending.

Wyandotte County, Kansas: The permit holder is contacted and advised to renew and/or schedule an inspection. If no compliance, property may be posted with a stop-work order and the owner may be subject to a court summons. Reports are generated monthly and reviewed by Inspector Supervisor. Permits expire 180 days from time of last inspections.

6. How do you handle buildings that are constructed without a permit?

Douglas County, Kansas: It depends, because the circumstance of constructing a building without a permit can be used to describe anything from a simple accessory storage structure to a finished single-family dwelling or commercial structure. The elements visible at the time of discovery could range widely.

In general terms, first, a complaint would be initiated and an investigation would be conducted. If the complaint is substantiated (depending on the stage of construction or occupancy), a written "Stop Work Order" would first be placed if the building was still under construction at the time of discovery. Submission of a permit application and a construction plan document package would then be required. Double fees would be charged when the permit application was approved and paid by the applicant before the permit was issued.

After the permit is issued a detailed inspection of visible systems (structural, electrical, plumbing, mechanical, and if appropriate, energy efficiency) would be conducted for the purpose of determining code compliance. In the case that systems are covered, as much non-destructive testing as possible will be done to ascertain compliance. Random removal of materials may be required to determine system conformance to code requirements.

The Building Official may require evaluation and qualification by a Kansas licensed Engineer for individual systems, or construction not visible. A licensed Engineer's recommendation for testing methodology may be employed, after the methodology is approved by the Building Official. The evaluation, qualification, or mitigation recommendations from the Engineer shall be made in the form of reports and construction documents bearing the seal and signature of the licensed Engineer. All costs associated with work, testing, repair, remediation, reports, and engineering required for qualification of the existing construction will be the responsibility of the property owner or permit applicant. Establishing a methodology for qualifying construction done without benefit of permit or inspection is a priority of the Department's leadership not yet completed.

Boone County, Missouri: Upon receiving, a complaint notice is sent to the property owner giving them a specific amount of time to obtain a permit. Stop work orders are given in some cases. Option to charge double fees if constructing without a permit.

Boulder County, Colorado: No response.

Butler County, Kansas: A memo is created with the date of notification and placed in a file with that address for future reference.

Franklin County, Kansas: Individual basis.

Johnson County, Kansas: For work without a permit, the projects are red tagged and/or a citation issued.

Larimer County, Colorado: No response.

Lawrence, Kansas: Permit penalty fees are assessed in amount of the permit fee up to a maximum penalty of \$500. Repeat offenders may be issued a notice to appear in municipal court. Multiple repeat offenders may be subject to disciplinary action by the contractor licensing board.

Miami County, Kansas: Stop work. Double fee.

Wyandotte County, Kansas: A stop-work order is posted and the owner of record instructed to apply for required permit(s) and schedule inspections; subsequent permits are charged double fees. If no compliance, a court summons is issued. If the owner does not appear in court, a bench warrant is issued for his arrest.

## **Tests:**

2. What types of tests do your inspectors use during inspection process?

Douglas County, Kansas: Pat was not able to give me a lot of insight on this question.

If we are discussing inspection of work done without benefit of permits or inspections, please refer to the previous question.

As to normal building inspection processes, it really depends on the type of construction and building occupancy. Even within specific construction type and occupancy, the precise nature of the permitted construction has bearing. Testing is further sub-divided into tests normally performed by the jurisdiction's field inspectors and tests performed by jurisdictionally approved, qualified, third-party, special inspectors. During a normal single-family dwelling field inspection process, typically an inspector would conduct:

- An underground plumbing air or water test.
- Duct tightness tests (for ducts outside conditioned space).
- Water piping tightness test.
- Rough plumbing drain, waste, and vent test.
- A gas pressure test.
- An electrical continuity test.
- A GFCI function test.
- A smoke detector function and interconnection test.

A commercial project may require jurisdictional inspectors to perform tests such as:

- An underground plumbing air or water test.
- A gas system pressure test.
- A duct smoke detector test.
- An emergency light and exit sign operation test.
- A fire alarm enunciator and strobe function test.

A commercial project may require that approved, qualified, third-party, special inspectors perform tests required by the IBC, Chapter 17, such as:

- Soils testing.
- A concrete slump and strength test.
- Structural observation.
- Structural steel welding testing and welder certification.
- High-strength bolt testing.
- Spray applied fire-resistant materials.
- Mastic or intumescent fire-resistant coating application.
- Fire-resistant joint systems.
- Medical gas piping.
- Smoke control testing.
- Alternative methods or materials.

Boone County, Missouri: GFI testing, air pressure tests, and soils tests.

Boulder County, Colorado: No response.

Butler County, Kansas: No response.

Franklin County, Kansas: Require trades to provide tests on water supply, and gas at time of rough-in inspection.

Johnson County, Kansas: No response.

Larimer County, Colorado: None

Lawrence, Kansas: Inspections are primarily visual. Some simple tools or equipment are issued for testing or measurement such as tape measures, electrical circuit testers, water pressure gauges, and levels.

Miami County, Kansas: No response.

Wyandotte County, Kansas: No response.

**Innovations/Best Practices:**

1. Please describe any innovations or best practices followed by your organization for code and inspection services that have occurred in the past five years?

Douglas County, Kansas: We currently use the "Deck Construction and Design Guidelines-2012 IRC" best practice document published by the Johnson County Building Official's Association (JOCOBO) and TimberTek. I want to begin using the following best practice documents:

"The Basement Finishing and Remodeling Guidelines" published by JOCOBO

"Residential Foundations" published by JOCOBO

"Stucco Application Guidelines" published by JOCOBO.

Boone County, Missouri: N/A.

Boulder County, Colorado: Using laptops in the field, inspections are entered in the field and uploaded right away, Ez application. Cell phones, radio.

Butler County, Kansas: N/A.

Franklin County, Kansas: No response.

Johnson County, Kansas: No response.

Larimer County, Colorado: As built permit process, emergency repair permits, temporary emergency housing units, flood 2013 Abatement of Dangerous Building Program, migration underway to more useable transparent permit processing system, robust website with lots of info, building staff on call person and phone line when department is open, satellite office in Estes Park with increased hours, constant training of staff including support for classes and certifications, cross training with code compliance, and flexibility in code interpretation-modifications.

Lawrence, Kansas: The City is continuously updating services with the goal of providing excellent service. Recent innovations or best practices include offering preconstruction meetings for new building projects and significant additions or renovations, and implementing an application process for temporary certificates of occupancy. Both of these initiatives are intended to increase and improve communications so that needs and expectations are better understood by City staff, contractors, and project owners.

Miami County, Kansas: None.

Wyandotte County, Kansas: Macbooks and mobile printers: inspectors can immediately access all files in our system; inspectors can immediately enter inspection results into computer system and print inspection result slip to leave on site.

## Appendix 3: Rate and Fee Reports

### Fee Schedules

#### Douglas County

| Douglas County KS – Planning – Submittal & Review Fees                                                                                                                                                                                                                                                                                                                                     |                                                                                                                      |                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Zoning &amp; Subdivision Requests:</b><br>(processed through Planning & Development Services Dept (Lawrence KS))<br><i>This department serves as the City/County Planning Office. It is located on the 1<sup>st</sup> fl, City Hall, 6 E 6<sup>th</sup> Street.</i>                                                                                                                     |                                                                                                                      |                                  |
| PLAN REVIEW FEES:                                                                                                                                                                                                                                                                                                                                                                          | Site plan                                                                                                            | \$50                             |
| ZONING REVIEW FEES:                                                                                                                                                                                                                                                                                                                                                                        | Rezoning                                                                                                             | \$100                            |
|                                                                                                                                                                                                                                                                                                                                                                                            | Conditional Use Permits (CUP)                                                                                        | \$100                            |
| SUBDIVISION (Platting):                                                                                                                                                                                                                                                                                                                                                                    | Minor Subdivision (incl. Lot Splits)                                                                                 | \$25                             |
|                                                                                                                                                                                                                                                                                                                                                                                            | Preliminary Plat (non-residential)                                                                                   | \$50 (5 or fewer lots)           |
|                                                                                                                                                                                                                                                                                                                                                                                            | Final Plat (non-residential)                                                                                         | \$75 (over 5 lots + \$1 per lot) |
| OTHER REVIEW FEES:                                                                                                                                                                                                                                                                                                                                                                         | Certificate of Survey                                                                                                | \$50                             |
| <b>Planning Requests:</b><br>(processed through Zoning & Codes Department, Douglas County, KS)<br><i>This department issues planning permits, building permits, and does code enforcement of planning and building codes. Chapters 11, 12 and 13 of the County Code. Zoning &amp; Codes Department is located at 3755 E 25<sup>th</sup> Street, Lawrence, KS.</i>                          |                                                                                                                      |                                  |
| AGRICULTURAL DOCUMENTS:                                                                                                                                                                                                                                                                                                                                                                    | Agri-tourism Registration                                                                                            | No Fee                           |
|                                                                                                                                                                                                                                                                                                                                                                                            | Certification of Agricultural Use - building                                                                         |                                  |
| FIREWORKS PERMITS:                                                                                                                                                                                                                                                                                                                                                                         | Fireworks Display Permit                                                                                             | \$25                             |
|                                                                                                                                                                                                                                                                                                                                                                                            | Fireworks Vendor Permit                                                                                              | \$125                            |
| FLOODPLAIN PERMITS:                                                                                                                                                                                                                                                                                                                                                                        | Floodplain Development Permit                                                                                        | \$50                             |
| TEMPORARY & CONDITIONAL PERMITS:                                                                                                                                                                                                                                                                                                                                                           | Conditional Use Permit (CUP)                                                                                         | \$100                            |
|                                                                                                                                                                                                                                                                                                                                                                                            | Special Event Permit (SEP)                                                                                           |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                            | Temporary Business Use (TBU)                                                                                         |                                  |
| ZONING VARIANCES & APPEALS                                                                                                                                                                                                                                                                                                                                                                 | Variance Request                                                                                                     | \$100                            |
|                                                                                                                                                                                                                                                                                                                                                                                            | Special Exception Request                                                                                            |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                            | Appeal of Administrative Determination                                                                               |                                  |
| HOME BUSINESS LICENSE:                                                                                                                                                                                                                                                                                                                                                                     | Type 1 (up to 2 FTE) *full-time equivalent                                                                           | \$25 (\$25/employee)             |
|                                                                                                                                                                                                                                                                                                                                                                                            | Type 2 (up to 4 FTE) *full-time equivalent                                                                           | \$100 (\$25/employee)            |
|                                                                                                                                                                                                                                                                                                                                                                                            | Type 3 (no new licenses - up to 10 FTE)                                                                              | \$500 (\$25/employee)            |
| <b>Building (Construction) &amp; Sign Permits:</b><br>(processed through Zoning & Codes Department, Douglas County, KS)<br><i>This department issues planning permits, building permits, and does code enforcement of planning and building codes. Chapters 11, 12 and 13 of the County Code. Zoning &amp; Codes Department is located at 3755 E 25<sup>th</sup> Street, Lawrence, KS.</i> |                                                                                                                      |                                  |
| Total Valuation Fee                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                      |                                  |
| \$1 to \$500                                                                                                                                                                                                                                                                                                                                                                               | \$23.50                                                                                                              |                                  |
| \$501 to \$2,000                                                                                                                                                                                                                                                                                                                                                                           | \$23.50 for first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000.         |                                  |
| \$2,001 to \$25,000                                                                                                                                                                                                                                                                                                                                                                        | \$69.25 for first \$2,000 plus \$10.89 for each additional \$1,000 or fraction thereof, to and including \$25,000.   |                                  |
| \$25,001 to \$50,000                                                                                                                                                                                                                                                                                                                                                                       | \$391.25 for first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000. |                                  |
| \$50,001 to \$100,000                                                                                                                                                                                                                                                                                                                                                                      | \$643.75 for first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000. |                                  |

|                                      |                                                                                                                                                                                              |                                                                                           |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| \$100,001 to \$500,000               | \$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000.                                                                        |                                                                                           |
| \$500,001 to \$1,000,000             | \$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.                                                                    |                                                                                           |
| \$1,000,001 to \$5,000,000           | \$5,608.75 for first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof, to and including \$5,000,000.                                                                  |                                                                                           |
| \$5,000,001 to \$15,000,000          | \$17,980.92 for first \$5,000,000 plus \$1.54 for each additional \$1,000 or fraction thereof, to and including \$15,000,000.                                                                |                                                                                           |
| \$15,000,001 and above               | \$33,562.30 for first \$15,000,000 plus \$1.02 for each additional \$1,000 or fraction thereof.                                                                                              |                                                                                           |
| INSPECTIONS, REVIEWS AND OTHER FEES: | Inspections outside normal business hours                                                                                                                                                    | Minimum charge (2 hrs @ \$47 per hour)                                                    |
|                                      | Re-inspections assessed under section 13-111.1                                                                                                                                               | \$47 per hour                                                                             |
|                                      | Inspections for which no fees specifically indicated                                                                                                                                         | Minimum charge ½ hour (\$23.50); \$47 per hour                                            |
|                                      | Additional plan review required by changes, additions or revisions to approved plans. [This cost includes: supervision, overhead, equipment, hourly wages and fringe benefits of employees.] | Minimum charge ½ hour (\$23.50); \$47 per hour OR total hourly cost, whichever is greater |
|                                      | Commencing work without an approved permit                                                                                                                                                   | Double the permit fee for all permits required                                            |
|                                      | Third Party plan review required by size or complexity of the building project, as determined by the building official.                                                                      | Actual cost of the third party review                                                     |
|                                      | Solar Photovoltaic (PV) systems (up to 13.44 kW) and solar thermal systems requiring no structural building changes.                                                                         | Flat Fee of \$115 (up to 13.44 kW)<br>\$10 additional per kilowatt above 13.44.           |
|                                      | Demolition permit                                                                                                                                                                            | \$100                                                                                     |

## Boone County

They have a fee calculator online which is based on square feet, not valuation.



**Boulder County  
Land Use Department  
Publications**

# **Boulder County Building Permit Fees**

**Land Use Department**  
Courthouse Annex Building  
2045 13th Street  
PO Box 471  
Boulder, CO 80302

**Building Safety &  
Inspection Services:**  
Phone: 303-441-3925  
Fax: 303-441-4856

Email: [building\\_official@bouldercounty.org](mailto:building_official@bouldercounty.org)  
Website: [www.bouldercounty.org/lu](http://www.bouldercounty.org/lu)

**Office Hours:**

Monday – Friday 8 a.m. to 4:30 p.m.  
Closed Tuesdays 8-10 a.m.

Building Permits can be applied for  
and issued until 4 p.m.

## **Boulder County Building Permit Fees**

Boulder County Building Permit Fees effective January 1, 2015.

### **Total Cost of the Building Permit**

Add the following fees for the total cost of the building permit:

1. Building Permit Fee
2. Plan Check Fee
3. Use Taxes

### **1. Building Permit Fees Valuation Table 1-A**

| <b>Total Valuation*<br/>of Project</b>                         | <b>Building Permit Fee</b>                                                                                                                        |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| \$1.00 to \$800.00                                             | \$36.40.                                                                                                                                          |
| More than \$800.00,<br>but not more than<br>\$2,000.00         | \$36.40 for the first \$800.00, plus \$3.92<br>for each additional \$100.00, or fraction thereof,<br>up to and including \$2,000.00.              |
| More than \$2,000.00,<br>but not more than<br>\$25,000.00      | \$83.40 for the first \$2,000.00, plus \$14.35<br>for each additional \$1,000.00, or fraction thereof,<br>up to and including \$25,000.00.        |
| More than \$25,000.00,<br>but not more than<br>\$50,000.00     | \$413.27 for the first \$25,000.00, plus \$10.85<br>for each additional \$1,000.00, or fraction thereof,<br>up to and including \$50,000.00.      |
| More than \$50,000.00,<br>but not more than<br>\$100,000.00    | \$684.44 for the first \$50,000.00, plus \$9.58<br>for each additional \$1,000.00, or fraction thereof,<br>up to and including \$100,000.00.      |
| More than \$100,000.00,<br>but not more than<br>\$200,000.00   | \$1,163.63 for the first \$100,000.00, plus \$12.47<br>for each additional \$1,000.00, or fraction thereof,<br>up to and including \$200,000.00.  |
| More than \$200,000.00,<br>but not more than<br>\$500,000.00   | \$2,410.94 for the first \$200,000.00, plus \$8.68<br>for each additional \$1,000.00, or fraction thereof,<br>up to and including \$500,000.00.   |
| More than \$500,000.00,<br>but not more than<br>\$1,000,000.00 | \$5,014.24 for the first \$500,000.00, plus \$7.47<br>for each additional \$1,000.00, or fraction thereof,<br>up to and including \$1,000,000.00. |
| More than<br>\$1,000,000.00                                    | \$8,750.36 for the first \$1,000,000.00, plus \$4.82<br>for each additional \$1,000.00, or fraction thereof.                                      |

\* Valuation shall be determined in accordance with Section 109.4 of the Boulder County Building Code. Where the valuation that is calculated based upon standard building valuation data and the actual total contract construction cost differ, the higher of the two valuation figures shall be used to determine the building permit fee.

## Residential Building Valuation Data

| Type of Structure                                                    | Cost Per Sq. Ft. |
|----------------------------------------------------------------------|------------------|
| Dwellings: Type VB Wood Frame                                        | \$92.40          |
| Basement: Unfinished                                                 | \$17.70          |
| Basement: Finished                                                   | \$23.20          |
| Private Garages: Wood Frame                                          | \$24.30          |
| Misc. Structures: Carports, Pole Barns, Decks, Loafing Sheds, Covers | \$16.60          |

## 2. Plan Check Fee

The plan review fee is determined by multiplying the building permit fee by 65%.

## 3. Use Taxes

|                                                 |                                |
|-------------------------------------------------|--------------------------------|
| 1994 Open Space Use Tax                         | ½ of the valuation X .0035     |
| Boulder County Transportation Sales and Use Tax | ½ of the valuation X .0010 Non |
| Profit Human Services Tax                       | ½ of the valuation X .0005     |
| Jail Improvement & Operation Tax                | ½ of the valuation X .0005     |
| 2005 Open Space Tax                             | ½ of the valuation X .0010     |
| 2011 Open Space Tax                             | ½ of the valuation X .0015     |
| Flood Recovery Tax                              | ½ of the valuation X .00185    |

## Application Deposit Fees

The application deposit is based on the stated valuation shown on the building permit application in accordance with the following schedule:

| Project Valuation          | Deposit  |
|----------------------------|----------|
| \$0.00 — \$25,000.00       | \$25.00  |
| \$25,001.00 — \$50,000.00  | \$100.00 |
| \$50,001.00 — \$200,000.00 | \$200.00 |
| \$200,001.00 and up        | \$500.00 |

## Other Fees

Calculated fees are to be rounded to the nearest whole dollar figure, with amounts of \$0.50 or less rounded down and amounts of \$0.51 or more to be rounded up.

|                                                                                                                                                                |                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Manufactured Home Setup Permit Fee                                                                                                                             | \$131.00                                                       |
| Manufactured homes installed upon permanent foundations — use the schedule above with valuation of foundation and other associated work performed on the site. | See Valuation Table (Page 1)                                   |
| Re-inspection fees assessed under provisions of Section 109.8                                                                                                  | \$72.00                                                        |
| Inspections outside of normal business hours                                                                                                                   | \$72.00 per hour‡                                              |
| Appeals to the Board of Review                                                                                                                                 | \$278.00                                                       |
| Temporary Certificates of Occupancy                                                                                                                            | \$150.00                                                       |
| Oil and gas Development Plan Review Construction Permit                                                                                                        | \$857.00                                                       |
| Additional plan review required due to changes, additions or revisions to plans                                                                                | \$72.00 per hour‡                                              |
| For use of outside consultants for plan checking and inspections, or both                                                                                      | Actual costs⌘                                                  |
| Grading Fees (see following page for fee structure)                                                                                                            | See Grading Permit Fee Table (Page 4)                          |
| Renewable Energy Permit                                                                                                                                        | \$400.00 plus tax (based on materials only at \$5.00 per watt) |
| Returned Check Fee                                                                                                                                             | \$20                                                           |

‡ Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

⌘ Actual costs include administrative and overhead costs.

**Note:** Building materials purchased in Boulder County are tax-exempt for County Taxes when you present your building permit to the materials vendor at time of purchase.

## Reduced Building Permit Fee Program for Disasters

Building permits for structures undergoing major repair work or being rebuilt after receiving verified damage from a declared disaster may have the building permit fee calculated in accordance with Table 1-A reduced by 25% if all of the following conditions are met:

1. The structures are the same size or smaller than the structures that existed prior to the disaster, and;
2. The total floor area is not larger than 2,500 sq. ft. in floor area for dwellings or not larger than 530 sq. ft. in floor area for accessory buildings, and;
3. The property owner benefiting from the fee reduction must be the property owner of record at the time that the disaster occurred, and;
4. The fee reduction applies only to structures damaged or destroyed in the declared local disaster. Proof that the damage or loss is a result of the disaster, including such items as photographs, insurance claims, etc., must be submitted to the chief building official for verification.

Under the local disaster declaration for the flood and rain events beginning on September 11, 2013, the reduced fees, along with the waiver of application deposit fees and rebates for third party inspections as further described below, may be applied to building permit applications completed and accepted on or before September 11, 2016.

Building permit applicants for structures being rebuilt after being severely damaged or destroyed in a declared disaster are not required to pay an application deposit at the time of building permit application.

Where structures are being rebuilt after being severely damaged or destroyed by a declared local disaster, and qualified third party inspectors satisfactorily perform required inspections that would otherwise need to be performed by county building inspectors, rebates of \$150.00 per such required inspection may be paid to the holder of the building permit.

## Grading Permit Fees

For grading less than 50 cubic yards, no permit required.

| Total Earthwork in Cubic Yards | Permit Fee | Plan Review Fee | Total Fee  |
|--------------------------------|------------|-----------------|------------|
| 50 - 100                       | \$58.46    | \$38.00         | \$96.46    |
| 101 - 200                      | \$86.90    | \$56.49         | \$143.39   |
| 201 - 300                      | \$115.34   | \$74.97         | \$190.31   |
| 301 - 400                      | \$142.20   | \$92.43         | \$234.63   |
| 401 - 500                      | \$170.64   | \$110.92        | \$281.56   |
| 501 - 600                      | \$197.50   | \$128.38        | \$325.88   |
| 601 - 400                      | \$225.94   | \$146.86        | \$372.80   |
| 701 - 800                      | \$252.80   | \$164.32        | \$417.12   |
| 801 - 900                      | \$281.24   | \$182.81        | \$464.05   |
| 901 - 1,000                    | \$308.10   | \$200.27        | \$508.37   |
| 1,001 - 2,000                  | \$330.22   | \$214.64        | \$544.86   |
| 2,001 - 3,000                  | \$353.92   | \$230.05        | \$460.10   |
| 3,000 - 4,000                  | \$376.04   | \$244.43        | \$620.47   |
| 4,001 - 5,000                  | \$399.74   | \$259.83        | \$519.66   |
| 5,001 - 6,000                  | \$421.86   | \$274.21        | \$696.07   |
| 6,001 - 7,000                  | \$445.56   | \$289.61        | \$735.17   |
| 7,001 - 8,000                  | \$467.68   | \$303.99        | \$771.67   |
| 8,001 - 9,000                  | \$491.38   | \$319.40        | \$810.78   |
| 9,001 - 10,000                 | \$513.50   | \$333.78        | \$847.28   |
| 10,001 - 20,000                | \$617.78   | \$401.56        | \$1,019.34 |
| 20,001 - 30,000                | \$722.06   | \$469.34        | \$1,191.40 |
| 30,001 - 40,000                | \$826.34   | \$537.12        | \$1,363.46 |
| 40,001 - 50,000                | \$930.62   | \$604.902       | \$1,535.52 |
| 50,001 - 60,000                | \$1,034.90 | \$672.69        | \$1,707.59 |
| 60,001 - 70,000                | \$1,139.18 | \$740.47        | \$1,879.65 |
| 70,001 - 80,000                | \$1,243.46 | \$808.25        | \$2,051.71 |
| 80,001 - 90,000                | \$1,347.74 | \$876.03        | \$2,223.77 |
| 90,001 - 100,000               | \$1,452.02 | \$943.81        | \$2,395.83 |

**Note:** Taxes are not associated with grading permits as there are no taxable materials.

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE  | UNLIVABLE | EST. VALUE  | UBC      |
|----------|-----------|-------------|----------|
| \$50 SQ' | \$25 SQ'  |             |          |
|          |           | UP TO \$500 | \$23.50  |
|          |           | \$600.00    | \$26.55  |
|          |           | \$700.00    | \$29.60  |
|          |           | \$800.00    | \$32.65  |
|          |           | \$900.00    | \$35.70  |
|          |           | \$1,000.00  | \$38.75  |
|          |           | \$1,100.00  | \$41.80  |
|          |           | \$1,200.00  | \$44.85  |
|          |           | \$1,300.00  | \$47.90  |
|          |           | \$1,400.00  | \$50.95  |
|          |           | \$1,500.00  | \$54.00  |
|          |           | \$1,600.00  | \$57.05  |
|          |           | \$1,700.00  | \$60.10  |
|          |           | \$1,800.00  | \$63.15  |
|          |           | \$1,900.00  | \$66.20  |
|          |           | \$2,000.00  | \$69.25  |
|          |           | \$2,250.00  | \$72.75  |
|          |           | \$2,500.00  | \$76.25  |
|          |           | \$2,750.00  | \$79.75  |
|          | 120 SQ'   | \$3,000.00  | \$83.25  |
|          | 140 SQ'   | \$3,500.00  | \$90.25  |
|          | 160 SQ'   | \$4,000.00  | \$97.25  |
|          | 180 SQ'   | \$4,500.00  | \$104.25 |
|          | 200 SQ'   | \$5,000.00  | \$111.25 |
|          | 220 SQ'   | \$5,500.00  | \$118.25 |
| 120 SQ'  | 240 SQ'   | \$6,000.00  | \$125.25 |
| 130 SQ'  | 260 SQ'   | \$6,500.00  | \$132.25 |
| 140 SQ'  | 280 SQ'   | \$7,000.00  | \$139.25 |
| 150 SQ'  | 300 SQ'   | \$7,500.00  | \$146.25 |
| 160 SQ'  | 320 SQ'   | \$8,000.00  | \$153.25 |
| 170 SQ'  | 340 SQ'   | \$8,500.00  | \$160.25 |
| 180 SQ'  | 360 SQ'   | \$9,000.00  | \$167.25 |
| 190 SQ'  | 380 SQ'   | \$9,500.00  | \$174.25 |
| 200 SQ'  | 400 SQ'   | \$10,000.00 | \$181.25 |
| 210 SQ'  | 420 SQ'   | \$10,500.00 | \$188.25 |
| 220 SQ'  | 440 SQ'   | \$11,000.00 | \$195.25 |
| 230 SQ'  | 460 SQ'   | \$11,500.00 | \$202.25 |
| 240 SQ'  | 480 SQ'   | \$12,000.00 | \$209.25 |

DW - \$200.00  
 SW - \$150.00  
 IN PARK \$75.00  
 1

ELECTRIC/PLUMBING  
 ROOFING  
 \$25.00  
 Mechanical

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE         | UNLIVABLE       | EST. VALUE  | UBC      |
|-----------------|-----------------|-------------|----------|
| <b>\$50 SQ'</b> | <b>\$25 SQ'</b> |             |          |
| 250 SQ'         | 500 SQ'         | \$12,500.00 | \$216.25 |
| 260 SQ'         | 520 SQ'         | \$13,000.00 | \$223.25 |
| 270 SQ'         | 540 SQ'         | \$13,500.00 | \$230.25 |
| 280 SQ'         | 560 SQ'         | \$14,000.00 | \$237.25 |
| 290 SQ'         | 580 SQ'         | \$14,500.00 | \$244.25 |
| 300 SQ'         | 600 SQ'         | \$15,000.00 | \$251.25 |
| 310 SQ'         | 620 SQ'         | \$15,500.00 | \$258.25 |
| 320 SQ'         | 640 SQ'         | \$16,000.00 | \$265.25 |
| 330 SQ'         | 660 SQ'         | \$16,500.00 | \$272.25 |
| 340 SQ'         | 680 SQ'         | \$17,000.00 | \$279.25 |
| 350 SQ'         | 700 SQ'         | \$17,500.00 | \$286.25 |
| 360 SQ'         | 720 SQ'         | \$18,000.00 | \$293.25 |
| 370 SQ'         | 740 SQ'         | \$18,500.00 | \$300.25 |
| 380 SQ'         | 760 SQ'         | \$19,000.00 | \$307.25 |
| 390 SQ'         | 780 SQ'         | \$19,500.00 | \$314.25 |
| 400 SQ'         | 800 SQ'         | \$20,000.00 | \$321.25 |
| 410 SQ'         | 820 SQ'         | \$20,500.00 | \$328.25 |
| 420 SQ'         | 840 SQ'         | \$21,000.00 | \$335.25 |
| 430 SQ'         | 860 SQ'         | \$21,500.00 | \$342.25 |
| 440 SQ'         | 880 SQ'         | \$22,000.00 | \$349.25 |
| 450 SQ'         | 900 SQ'         | \$22,500.00 | \$356.25 |
| 460 SQ'         | 920 SQ'         | \$23,000.00 | \$363.25 |
| 470 SQ'         | 940 SQ'         | \$23,500.00 | \$370.25 |
| 480 SQ'         | 960 SQ'         | \$24,000.00 | \$377.25 |
| 490 SQ'         | 980 SQ'         | \$24,500.00 | \$384.25 |
| 500 SQ'         | 1000 SQ'        | \$25,000.00 | \$391.25 |
| 510 SQ'         | 1020 SQ'        | \$25,500.00 | \$396.30 |
| 520 SQ'         | 1040 SQ'        | \$26,000.00 | \$401.35 |
| 530 SQ'         | 1060 SQ'        | \$26,500.00 | \$406.40 |
| 540 SQ'         | 1080 SQ'        | \$27,000.00 | \$411.45 |
| 550 SQ'         | 1100 SQ'        | \$27,500.00 | \$416.50 |
| 560 SQ'         | 1120 SQ'        | \$28,000.00 | \$421.55 |
| 580 SQ'         | 1160 SQ'        | \$29,000.00 | \$431.65 |
| 600 SQ'         | 1200 SQ'        | \$30,000.00 | \$441.75 |
| 620 SQ'         | 1240 SQ'        | \$31,000.00 | \$451.85 |
| 640 SQ'         | 1280 SQ'        | \$32,000.00 | \$461.95 |
| 660 SQ'         | 1320 SQ'        | \$33,000.00 | \$472.05 |
| 680 SQ'         | 1360 SQ'        | \$34,000.00 | \$482.15 |

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE<br>\$50 SQ' | UNLIVABLE<br>\$25 SQ' | EST. VALUE  | UBC      |
|---------------------|-----------------------|-------------|----------|
| 700 SQ'             | 1400 SQ               | \$35,000.00 | \$492.25 |
| 720 SQ'             | 1440 SQ               | \$36,000.00 | \$502.35 |
| 740 SQ'             | 1480 SQ               | \$37,000.00 | \$512.45 |
| 760 SQ'             | 1520 SQ               | \$38,000.00 | \$522.55 |
| 780 SQ'             | 1560 SQ               | \$39,000.00 | \$532.65 |
| 800 SQ'             | 1600 SQ               | \$40,000.00 | \$542.75 |
| 820 SQ'             | 1640 SQ               | \$41,000.00 | \$552.85 |
| 840 SQ'             | 1680 SQ               | \$42,000.00 | \$562.95 |
| 860 SQ'             | 1720 SQ               | \$43,000.00 | \$573.05 |
| 880 SQ'             | 1760 SQ               | \$44,000.00 | \$583.15 |
| 900 SQ'             | 1800 SQ               | \$45,000.00 | \$593.25 |
| 920 SQ'             | 1840 SQ               | \$46,000.00 | \$603.35 |
| 940 SQ'             | 1880 SQ               | \$47,000.00 | \$613.45 |
| 960 SQ'             | 1920 SQ               | \$48,000.00 | \$623.55 |
| 980 SQ'             | 1960 SQ               | \$49,000.00 | \$633.65 |
| 1000 SQ'            | 2000 SQ               | \$50,000.00 | \$643.75 |
| 1020 SQ'            | 2040 SQ               | \$51,000.00 | \$650.75 |
| 1040 SQ'            | 2080 SQ               | \$52,000.00 | \$657.75 |
| 1060 SQ'            | 2120 SQ               | \$53,000.00 | \$664.75 |
| 1080 SQ'            | 2160 SQ               | \$54,000.00 | \$671.75 |
| 1100 SQ'            | 2200 SQ               | \$55,000.00 | \$678.75 |
| 1120 SQ'            | 2240 SQ               | \$56,000.00 | \$685.75 |
| 1140 SQ'            | 2280 SQ               | \$57,000.00 | \$692.75 |
| 1160 SQ'            | 2320 SQ               | \$58,000.00 | \$699.75 |
| 1180 SQ'            | 2360 SQ               | \$59,000.00 | \$706.75 |
| 1200 SQ'            | 2400 SQ               | \$60,000.00 | \$713.75 |
| 1220 SQ'            | 2440 SQ               | \$61,000.00 | \$720.75 |
| 1240 SQ'            | 2480 SQ               | \$62,000.00 | \$727.75 |
| 1260 SQ'            | 2520 SQ               | \$63,000.00 | \$734.75 |
| 1280 SQ'            | 2560 SQ               | \$64,000.00 | \$741.75 |
| 1300 SQ'            | 2600 SQ               | \$65,000.00 | \$748.75 |
| 1320 SQ'            | 2640 SQ               | \$66,000.00 | \$755.75 |
| 1340 SQ'            | 2680 SQ               | \$67,000.00 | \$762.75 |
| 1360 SQ'            | 2720 SQ               | \$68,000.00 | \$769.75 |
| 1380 SQ'            | 2760 SQ               | \$69,000.00 | \$776.75 |
| 1400 SQ'            | 2800 SQ               | \$70,000.00 | \$783.75 |
| 1420 SQ'            | 2840 SQ               | \$71,000.00 | \$790.75 |
| 1440 SQ'            | 2880 SQ               | \$72,000.00 | \$797.75 |

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE  | UNLIVABLE | EST. VALUE   | UBC        |
|----------|-----------|--------------|------------|
| \$50 SQ' | \$25 SQ'  |              |            |
| 1460 SQ  | 2920 SQ   | \$73,000.00  | \$804.75   |
| 1480 SQ  | 2960 SQ   | \$74,000.00  | \$811.75   |
| 1500 SQ  | 3000 SQ   | \$75,000.00  | \$818.75   |
| 1520 SQ  | 3040 SQ   | \$76,000.00  | \$825.75   |
| 1540 SQ  | 3080 SQ   | \$77,000.00  | \$832.75   |
| 1560 SQ  | 3120 SQ   | \$78,000.00  | \$839.75   |
| 1580 SQ  | 3160 SQ   | \$79,000.00  | \$846.75   |
| 1600 SQ  | 3200 SQ   | \$80,000.00  | \$853.75   |
| 1620 SQ  | 3240 SQ   | \$81,000.00  | \$860.75   |
| 1640 SQ  | 3280 SQ   | \$82,000.00  | \$867.75   |
| 1660 SQ  | 3320 SQ   | \$83,000.00  | \$874.75   |
| 1680 SQ  | 3360 SQ   | \$84,000.00  | \$881.75   |
| 1700 SQ  | 3400 SQ   | \$85,000.00  | \$888.75   |
| 1720 SQ  | 3440 SQ   | \$86,000.00  | \$895.75   |
| 1740 SQ  | 3480 SQ   | \$87,000.00  | \$902.75   |
| 1760 SQ  | 3520 SQ   | \$88,000.00  | \$909.75   |
| 1780 SQ  | 3560 SQ   | \$89,000.00  | \$916.75   |
| 1800 SQ  | 3600 SQ   | \$90,000.00  | \$923.75   |
| 1820 SQ  | 3640 SQ   | \$91,000.00  | \$930.75   |
| 1840 SQ  | 3680 SQ   | \$92,000.00  | \$937.75   |
| 1860 SQ  | 3720 SQ   | \$93,000.00  | \$944.75   |
| 1880 SQ  | 3760 SQ   | \$94,000.00  | \$951.75   |
| 1900 SQ  | 3800 SQ   | \$95,000.00  | \$958.75   |
| 1920 SQ  | 3840 SQ   | \$96,000.00  | \$965.75   |
| 1940 SQ  | 3880 SQ   | \$97,000.00  | \$972.75   |
| 1960 SQ  | 3920 SQ   | \$98,000.00  | \$979.75   |
| 1980 SQ  | 3960 SQ   | \$99,000.00  | \$986.75   |
| 2000 SQ  | 4000 SQ   | \$100,000.00 | \$993.75   |
| 2020 SQ  | 4040 SQ   | \$101,000.00 | \$999.35   |
| 2040 SQ  | 4080 SQ   | \$102,000.00 | \$1,004.95 |
| 2060 SQ  | 4120 SQ   | \$103,000.00 | \$1,010.55 |
| 2080 SQ  | 4160 SQ   | \$104,000.00 | \$1,016.15 |
| 2100 SQ  | 4200 SQ   | \$105,000.00 | \$1,021.75 |
| 2120 SQ  | 4240 SQ   | \$106,000.00 | \$1,027.35 |
| 2140 SQ  | 4280 SQ   | \$107,000.00 | \$1,032.95 |
| 2160 SQ  | 4320 SQ   | \$108,000.00 | \$1,038.55 |
| 2180 SQ  | 4360 SQ   | \$109,000.00 | \$1,044.15 |
| 2200 SQ  | 4400 SQ   | \$110,000.00 | \$1,049.75 |

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE  | UNLIVABLE | EST. VALUE   | UBC        |
|----------|-----------|--------------|------------|
| \$50 SQ' | \$25 SQ'  |              |            |
| 2220 SQ  | 4440 SQ   | \$111,000.00 | \$1,055.35 |
| 2240 SQ  | 4480 SQ   | \$112,000.00 | \$1,060.95 |
| 2260 SQ  | 4520 SQ   | \$113,000.00 | \$1,066.55 |
| 2280 SQ  | 4560 SQ   | \$114,000.00 | \$1,072.15 |
| 2300 SQ  | 4600 SQ   | \$115,000.00 | \$1,077.75 |
| 2320 SQ  | 4640 SQ   | \$116,000.00 | \$1,083.35 |
| 2340 SQ  | 4680 SQ   | \$117,000.00 | \$1,088.95 |
| 2360 SQ  | 4720 SQ   | \$118,000.00 | \$1,094.55 |
| 2380 SQ  | 4760 SQ   | \$119,000.00 | \$1,100.15 |
| 2400 SQ  | 4800 SQ   | \$120,000.00 | \$1,105.75 |
| 2420 SQ  | 4840 SQ   | \$121,000.00 | \$1,111.35 |
| 2440 SQ  | 4880 SQ   | \$122,000.00 | \$1,116.95 |
| 2460 SQ  | 4920 SQ   | \$123,000.00 | \$1,122.55 |
| 2480 SQ  | 4960 SQ   | \$124,000.00 | \$1,128.15 |
| 2500 SQ  | 5000 SQ   | \$125,000.00 | \$1,133.75 |
| 2520 SQ  | 5040 SQ   | \$126,000.00 | \$1,139.35 |
| 2540 SQ  | 5080 SQ   | \$127,000.00 | \$1,144.95 |
| 2560 SQ  | 5120 SQ   | \$128,000.00 | \$1,150.55 |
| 2580 SQ  | 5160 SQ   | \$129,000.00 | \$1,156.15 |
| 2600 SQ  | 5200 SQ   | \$130,000.00 | \$1,161.75 |
| 2620 SQ  | 5240 SQ   | \$131,000.00 | \$1,167.35 |
| 2640 SQ  | 5280 SQ   | \$132,000.00 | \$1,172.95 |
| 2660 SQ  | 5320 SQ   | \$133,000.00 | \$1,178.55 |
| 2680 SQ  | 5360 SQ   | \$134,000.00 | \$1,184.15 |
| 2700 SQ  | 5400 SQ   | \$135,000.00 | \$1,189.75 |
| 2720 SQ  | 5440 SQ   | \$136,000.00 | \$1,195.35 |
| 2740 SQ  | 5480 SQ   | \$137,000.00 | \$1,200.95 |
| 2760 SQ  | 5520 SQ   | \$138,000.00 | \$1,206.55 |
| 2780 SQ  | 5560 SQ   | \$139,000.00 | \$1,212.15 |
| 2800 SQ  | 5600 SQ   | \$140,000.00 | \$1,217.75 |
| 2820 SQ  | 5640 SQ   | \$141,000.00 | \$1,223.35 |
| 2840 SQ  | 5680 SQ   | \$142,000.00 | \$1,228.95 |
| 2860 SQ  | 5720 SQ   | \$143,000.00 | \$1,234.55 |
| 2880 SQ  | 5760 SQ   | \$144,000.00 | \$1,240.15 |
| 2900 SQ  | 5800 SQ   | \$145,000.00 | \$1,245.75 |
| 2920 SQ  | 5840 SQ   | \$146,000.00 | \$1,251.35 |
| 2940 SQ  | 5880 SQ   | \$147,000.00 | \$1,256.95 |
| 2960 SQ  | 5920 SQ   | \$148,000.00 | \$1,262.55 |

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE<br>\$50 SQ' | UNLIVABLE<br>\$25 SQ' | EST. VALUE   | UBC        |
|---------------------|-----------------------|--------------|------------|
| 2980 SQ             | 5960 SQ               | \$149,000.00 | \$1,268.15 |
| 3000 SQ             | 6000 SQ               | \$150,000.00 | \$1,273.75 |
| 3020 SQ             | 6040 SQ               | \$151,000.00 | \$1,279.35 |
| 3040 SQ             | 6080 SQ               | \$152,000.00 | \$1,284.95 |
| 3060 SQ             | 6120 SQ               | \$153,000.00 | \$1,290.55 |
| 3080 SQ             | 6160 SQ               | \$154,000.00 | \$1,296.15 |
| 3100 SQ             | 6200 SQ               | \$155,000.00 | \$1,301.75 |
| 3120 SQ             | 6240 SQ               | \$156,000.00 | \$1,307.35 |
| 3140 SQ             | 6280 SQ               | \$157,000.00 | \$1,312.95 |
| 3160 SQ             | 6320 SQ               | \$158,000.00 | \$1,318.55 |
| 3180 SQ             | 6360 SQ               | \$159,000.00 | \$1,324.15 |
| 3200 SQ             | 6400 SQ               | \$160,000.00 | \$1,329.75 |
| 3220 SQ             | 6440 SQ               | \$161,000.00 | \$1,335.35 |
| 3240 SQ             | 6480 SQ               | \$162,000.00 | \$1,340.95 |
| 3260 SQ             | 6520 SQ               | \$163,000.00 | \$1,346.55 |
| 3280 SQ             | 6560 SQ               | \$164,000.00 | \$1,352.15 |
| 3300 SQ             | 6600 SQ               | \$165,000.00 | \$1,357.75 |
| 3320 SQ             | 6640 SQ               | \$166,000.00 | \$1,363.35 |
| 3340 SQ             | 6680 SQ               | \$167,000.00 | \$1,368.95 |
| 3360 SQ             | 6720 SQ               | \$168,000.00 | \$1,374.55 |
| 3380 SQ             | 6760 SQ               | \$169,000.00 | \$1,380.15 |
| 3400 SQ             | 6800 SQ               | \$170,000.00 | \$1,385.75 |
| 3420 SQ             | 6840 SQ               | \$171,000.00 | \$1,391.35 |
| 3440 SQ             | 6880 SQ               | \$172,000.00 | \$1,396.95 |
| 3460 SQ             | 6920 SQ               | \$173,000.00 | \$1,402.50 |
| 3480 SQ             | 6960 SQ               | \$174,000.00 | \$1,408.15 |
| 3500 SQ             | 7000 SQ               | \$175,000.00 | \$1,413.75 |
| 3520 SQ             | 7040 SQ               | \$176,000.00 | \$1,419.35 |
| 3540 SQ             | 7080 SQ               | \$177,000.00 | \$1,424.95 |
| 3560 SQ             | 7120 SQ               | \$178,000.00 | \$1,430.55 |
| 3580 SQ             | 7160 SQ               | \$179,000.00 | \$1,436.15 |
| 3600 SQ             | 7200 SQ               | \$180,000.00 | \$1,441.75 |
| 3620 SQ             | 7240 SQ               | \$181,000.00 | \$1,447.35 |
| 3640 SQ             | 7280 SQ               | \$182,000.00 | \$1,452.95 |
| 3660 SQ             | 7320 SQ               | \$183,000.00 | \$1,458.55 |
| 3680 SQ             | 7360 SQ               | \$184,000.00 | \$1,464.15 |
| 3700 SQ             | 7400 SQ               | \$185,000.00 | \$1,469.75 |
| 3720 SQ             | 7440 SQ               | \$186,000.00 | \$1,475.35 |

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE  | UNLIVABLE | EST. VALUE   | UBC        |
|----------|-----------|--------------|------------|
| \$50 SQ' | \$25 SQ'  |              |            |
| 3740 SQ  | 7480 SQ   | \$187,000.00 | \$1,480.95 |
| 3760 SQ  | 7520 SQ   | \$188,000.00 | \$1,486.55 |
| 3780 SQ  | 7560 SQ   | \$189,000.00 | \$1,492.15 |
| 3800 SQ  | 7600 SQ   | \$190,000.00 | \$1,497.75 |
| 3900 SQ  | 7800 SQ   | \$195,000.00 | \$1,525.75 |
| 4000 SQ  | 8000 SQ   | \$200,000.00 | \$1,553.75 |
| 4100 SQ  | 8200 SQ   | \$210,000.00 | \$1,609.75 |
| 4200 SQ  | 8400 SQ   | \$220,000.00 | \$1,665.75 |
| 4300 SQ  | 8600 SQ   | \$230,000.00 | \$1,721.75 |
| 4400 SQ  | 8800 SQ   | \$240,000.00 | \$1,777.75 |
| 4500 SQ  | 9000 SQ   | \$250,000.00 | \$1,833.75 |
| 4600 SQ  | 9200 SQ   | \$260,000.00 | \$1,889.75 |
| 4700 SQ  | 9400 SQ   | \$270,000.00 | \$1,945.75 |
| 4800 SQ  | 9600 SQ   | \$280,000.00 | \$2,001.75 |
| 4900 SQ  | 9800 SQ   | \$290,000.00 | \$2,057.75 |
| 5000 SQ  | 10000 SQ  | \$300,000.00 | \$2,113.75 |
|          |           | \$310,000.00 | \$2,169.75 |
|          |           | \$320,000.00 | \$2,225.75 |
|          |           | \$330,000.00 | \$2,281.75 |
|          |           | \$340,000.00 | \$2,337.75 |
|          |           | \$350,000.00 | \$2,393.75 |
|          |           | \$360,000.00 | \$2,449.75 |
|          |           | \$370,000.00 | \$2,505.75 |
|          |           | \$380,000.00 | \$2,561.75 |
|          |           | \$390,000.00 | \$2,617.75 |
|          |           | \$400,000.00 | \$2,673.75 |
|          |           | \$410,000.00 | \$2,729.75 |
|          |           | \$420,000.00 | \$2,785.75 |
|          |           | \$430,000.00 | \$2,841.75 |
|          |           | \$440,000.00 | \$2,897.75 |
|          |           | \$450,000.00 | \$2,953.75 |
|          |           | \$460,000.00 | \$3,009.75 |
|          |           | \$470,000.00 | \$3,065.75 |
|          |           | \$480,000.00 | \$3,121.75 |
|          |           | \$490,000.00 | \$3,177.75 |
|          |           | \$500,000.00 | \$3,233.75 |
|          |           | \$510,000.00 | \$3,281.25 |
|          |           | \$520,000.00 | \$3,328.75 |
|          |           | \$530,000.00 | \$3,376.25 |

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE  | UNLIVABLE | EST. VALUE   | UBC        |
|----------|-----------|--------------|------------|
| \$50 SQ' | \$25 SQ'  |              |            |
|          |           | \$540,000.00 | \$3,423.75 |
|          |           | \$550,000.00 | \$3,471.25 |
|          |           | \$560,000.00 | \$3,518.75 |
|          |           | \$570,000.00 | \$3,566.25 |
|          |           | \$580,000.00 | \$3,613.75 |
|          |           | \$590,000.00 | \$3,661.25 |
|          |           | \$600,000.00 | \$3,708.75 |
|          |           | \$610,000.00 | \$3,756.25 |
|          |           | \$620,000.00 | \$3,803.75 |
|          |           | \$630,000.00 | \$3,851.25 |
|          |           | \$640,000.00 | \$3,898.75 |
|          |           | \$650,000.00 | \$3,946.25 |
|          |           | \$660,000.00 | \$3,993.75 |
|          |           | \$670,000.00 | \$4,041.25 |
|          |           | \$680,000.00 | \$4,088.75 |
|          |           | \$690,000.00 | \$4,136.25 |
|          |           | \$700,000.00 | \$4,183.75 |
|          |           | \$710,000.00 | \$4,231.25 |
|          |           | \$720,000.00 | \$4,278.75 |
|          |           | \$730,000.00 | \$4,326.25 |
|          |           | \$740,000.00 | \$4,373.75 |
|          |           | \$750,000.00 | \$4,421.25 |
|          |           | \$760,000.00 | \$4,468.75 |
|          |           | \$770,000.00 | \$4,516.25 |
|          |           | \$780,000.00 | \$4,563.75 |
|          |           | \$790,000.00 | \$4,611.25 |
|          |           | \$800,000.00 | \$4,658.75 |
|          |           | \$810,000.00 | \$4,706.25 |
|          |           | \$820,000.00 | \$4,753.75 |
|          |           | \$830,000.00 | \$4,801.25 |
|          |           | \$840,000.00 | \$4,848.75 |
|          |           | \$850,000.00 | \$4,896.25 |
|          |           | \$860,000.00 | \$4,943.75 |
|          |           | \$870,000.00 | \$4,991.25 |
|          |           | \$880,000.00 | \$5,038.75 |
|          |           | \$890,000.00 | \$5,086.25 |
|          |           | \$900,000.00 | \$5,133.75 |
|          |           | \$910,000.00 | \$5,181.25 |
|          |           | \$920,000.00 | \$5,228.75 |

## BUTLER COUNTY BUILDING PERMIT FEE SCHEDULE

| LIVABLE  | UNLIVABLE | EST. VALUE     | UBC        |
|----------|-----------|----------------|------------|
| \$50 SQ' | \$25 SQ'  |                |            |
|          |           | \$930,000.00   | \$5,276.25 |
|          |           | \$940,000.00   | \$5,323.75 |
|          |           | \$950,000.00   | \$5,371.25 |
|          |           | \$960,000.00   | \$5,418.75 |
|          |           | \$970,000.00   | \$5,466.25 |
|          |           | \$980,000.00   | \$5,513.75 |
|          |           | \$990,000.00   | \$5,561.25 |
|          |           | \$1,000,000.00 | \$5,608.75 |
|          |           | \$1,010,000.00 | \$5,645.25 |
|          |           | \$1,020,000.00 | \$5,681.75 |
|          |           | \$1,030,000.00 | \$5,718.25 |
|          |           | \$1,040,000.00 | \$5,754.75 |
|          |           | \$1,050,000.00 | \$5,791.25 |
|          |           | \$1,060,000.00 | \$5,827.75 |
|          |           | \$1,070,000.00 | \$5,864.25 |
|          |           | \$1,080,000.00 | \$5,900.75 |
|          |           | \$1,090,000.00 | \$5,937.25 |
|          |           | \$1,100,000.00 | \$5,973.75 |

## Franklin County

| <u>SINGLE FAMILY STRUCTURES/ADDITIONS</u>                                   |                                                          |
|-----------------------------------------------------------------------------|----------------------------------------------------------|
|                                                                             |                                                          |
| Garages, decks and patios                                                   | \$75.00                                                  |
| Additions (less than 500 sq. ft)                                            | \$100.00                                                 |
| Additions (between 500 sq. ft and 1,000 sq. ft)                             | \$150.00                                                 |
| Additions (over 1,000 sq. ft)                                               | \$175.00                                                 |
| Single-wide Mobile Home                                                     | \$200.00                                                 |
| New Residences less than 2,000 sq. ft. total finished living space          | \$300.00                                                 |
| New Residences between 2,000 and 4,000 sq. ft. total finished living space  | \$450.00                                                 |
| New Residences over 4,000 sq. ft. total finished living space               | \$700.00                                                 |
| Re-inspections                                                              | \$ 30.00                                                 |
| Remodel/Repair                                                              | \$ 75.00                                                 |
| Demolition                                                                  | \$ 25.00                                                 |
| Swimming Pool                                                               | \$ 50.00                                                 |
| Communication Tower                                                         | \$150.00                                                 |
| Building without a building permit (fines)                                  | \$150.00                                                 |
| Unfinished basement                                                         | \$ 60.00                                                 |
| Time Extension                                                              | ½ the cost of the original permit not to exceed \$125.00 |
| <b><i>Finished basements are calculated as part of the living space</i></b> |                                                          |
|                                                                             |                                                          |
| <u>COMMERCIAL/INDUSTRIAL STRUCTURES</u>                                     |                                                          |
| No Change                                                                   |                                                          |
|                                                                             |                                                          |
| New Structures, Buildings or New Additions                                  |                                                          |
| Less than 500 square feet                                                   | \$ 150.00                                                |
| Between 501 to 1,000 square feet                                            | \$ 250.00                                                |
| Between 1,001 to 2,000 square feet                                          | \$ 350.00                                                |
| Between 2,001 to 3,000 square feet                                          | \$ 500.00                                                |
| Between 3,001 to 4,000 square feet                                          | \$ 650.00                                                |
| Between 4,001 to 5,000 square feet                                          | \$ 900.00                                                |
| Between 5,001 to 10,000 square feet                                         | \$ 1,200.00                                              |
| Between 10,001 to 20,000 square feet                                        | \$ 1,500.00                                              |
| Between 20,001 to 30,000 square feet                                        | \$ 2,000.00                                              |
| Between 30,001 to 40,000 square feet                                        | \$ 3,000.00                                              |
| Between 40,001 to 50,000 square feet                                        | \$ 4,000.00                                              |
| Between 50,001 to 60,000 square feet                                        | \$ 5,000.00                                              |

|                                        |             |
|----------------------------------------|-------------|
| Between 60,001 to 70,000 square feet   | \$ 6,000.00 |
| Between 70,001 to 80,000 square feet   | \$ 7,000.00 |
| Between 80,001 to 90,000 square feet   | \$ 8,000.00 |
| Between 90,001 to 100,000 square feet  | \$ 9,000.00 |
| Between 100,001 to 120,000 square feet | \$10,000.00 |
| Between 120,001 to 140,000 square feet | \$11,000.00 |
| Between 140,001 to 160,000 square feet | \$12,000.00 |
| Between 160,001 to 180,000 square feet | \$13,000.00 |
| Between 180,001 to 200,000 square feet | \$14,000.00 |
| Over 200,001 square feet               | \$15,000.00 |

### Johnson County:

The plan review fee for all residential projects is \$50.00, except, as of May 13, 2013, the plan review for new single family dwellings residential projects will be \$100.00. The plan review fee for commercial is 65% of the permit fee.

### Total Valuation:

- \$1.00 to \$500.00 | **Fee = \$22.00**
- \$501.00 to \$2,000.00 | **Fee = \$22.00** for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
- \$2,001.00 to \$25,000.00 | **Fee = \$63.00** for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
- \$25,001.00 to \$50,000.00 | **Fee = \$352.00** for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
- \$50,001.00 to \$100,000.00 | **Fee = \$580.00** for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
- \$100,001.00 to \$500,000.00 | **Fee = \$895.00** for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
- \$500,001.00 to \$1,000,000.00 | **Fee = \$2,855.00** for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
- \$1,000,001.00 and up | **Fee = \$4,955.00** for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof.

### Other Inspection and Fees:

- Inspections outside of normal business hours (minimum charge - two hours) | **Fee = \$50.00 per hour \***
- Reinspection fees assessed under provisions of Section 108.8 | **Fee = \$50.00 per hour \***
- Inspections for which no fee is specifically indicated (minimum charge - 1/2 hour) | **Fee = \$50.00 per hour \***
- Additional plan review required by changes, additions or revisions to plans (minimum charge - 1/2 hour) | **Fee = \$50.00 per hour \***
- For use of outside consultants for plan checking and inspections, or both | **Fee = Actual Cost \*\***

## **Larimer County**

### **Building Permit Fee Schedule**

#### **July 01, 2012 (CPI fee increase of 3.69% included)**

**Building permit fee** for a building permit shall be paid to the building official as required in Section R108.2 IRC/IBC and set forth in Table 1-A, except Group Utility Occupancies (private garages, carports, sheds, and agricultural buildings) shall use Table 1-B.

**Plan review fee** shall be paid equal to 50% on (one- and two-family dwellings) and 65% on (commercial and multi-family units greater than a duplex) of the building permit fee as required in Section R108.2 IRC/IBC and set forth in Tables 1-A and 1-B. (Miscellaneous and wildfire fee tables are exempt from plan review fee.) The plan review fee specified in this section is separate and in addition to the building permit fee. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate shown in Tables 1-A or 1-B as "Other Inspections and Fees."

**Plan re-submittal, re-inspection, investigation, and TCO issuance fees** as allowed in sections R108.6-R108.9 IRC/IBC and set forth in "Other Inspections and Fees" in Table 1-A/1-B.

**Plumbing and heating permit fees** for each permit as required in Sections R108.2 IRC, 106.5 IMC, & 106.6 IPC and set forth in fee Table 1-C.

**Wildfire Site Assessment Fee** shall be charged as allowed in section R324.11 and set forth in Table 1-D to structures in the wildfire hazard area.

**Wildfire Inspection Fee** shall be charged as allowed in section R324.11 and set forth in Table 1-D when they are in the wildfire hazard area, when there is no natural defensible space and a wildfire defensible space has to be created and inspected.

**Document Imaging Fees** shall be charged as allowed in Table 1-E to comply with state archive laws.

**Table 1-A**

| <b>Building Permit Fees except for Utility Occupancies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Valuation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Fee</b>                                                                                                                               |
| \$1.00 to \$500.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$21.82                                                                                                                                  |
| \$501.00 to \$2,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$21.82 for the first \$500.00 plus \$2.88 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.                |
| \$2,001.00 to \$25,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$65.02 for the first \$2,000.00 plus \$12.9613 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.        |
| \$25,001.00 to \$50,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$363.13 for the first \$25,000.00 plus \$9.3608 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.       |
| \$50,001.00 to \$100,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$597.15 for the first \$50,000.00 plus \$6.4804 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.      |
| \$100,001.00 to \$500,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$921.17 for the first \$100,000.00 plus \$5.1495 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.     |
| \$500,001.00 to \$1,000,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$2,980.98 for the first \$500,000.00 plus \$4.2331 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00. |
| \$1,000,001.00 and up                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$5,097.52 for the first \$1,000,000.00 plus \$2.8803 for each additional \$1,000.00 or fraction thereof.                                |
| <b>Other Inspections and Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                          |
| Inspections outside of normal business hours (minimum charge – two hours) \$42.00/ hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                          |
| Re-inspection fees assessed under provisions of Sections 108.7 IRC & IBC... \$42.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                          |
| Inspections when no fee is specifically indicated (minimum charge -one hour) \$42.00/hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                          |
| Additional plan review required by changes, additions or revisions to plans.... \$42.00/ hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                          |
| Issuance of each Temporary Certificate of Occupancy (TCO) and extensions...\$600.00 There will be a \$600 fee for temporary certificate of occupancy. A Temporary Certificate of Occupancy shall be valid for six months. If a full Certificate of Occupancy is issued within the first month, all but \$40 will be refunded. If a full Certificate of Occupancy is issued prior to the six month expiration, \$100 shall be refunded for each full month remaining out of the original six month validity period of the Temporary Certificate of Occupancy. |                                                                                                                                          |

**Table 1-B**

| <b>Building Permit Fees for Utility Occupancies</b>                                     |                                                                                                                                          |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Valuation</b>                                                                  | <b>Fee</b>                                                                                                                               |
| \$1.00 to \$500.00                                                                      | \$18.00                                                                                                                                  |
| \$501.00 to \$2,000.00                                                                  | \$18.00 for the first \$500.00 plus \$2.40 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.                |
| \$2,001.00 to \$25,000.00                                                               | \$54.00 for the first \$2,000.00 plus \$10.8013 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.        |
| \$25,001.00 to \$50,000.00                                                              | \$302.43 for the first \$25,000.00 plus \$7.8004 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.       |
| \$50,001.00 to \$100,000.00                                                             | \$497.66 for the first \$50,000.00 plus \$5.4004 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.      |
| \$100,001.00 to \$500,000.00                                                            | \$767.46 for the first \$100,000.00 plus \$4.2003 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.     |
| \$500,001.00 to \$1,000,000.00                                                          | \$2,447.60 for the first \$500,000.00 plus \$3.6003 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00. |
| \$1,000,001.00 and up                                                                   | \$4,247.75 for the first \$1,000,000.00 plus \$2.4002 for each additional \$1,000.00 or fraction thereof.                                |
| <b>Other Inspections and Fees:</b>                                                      |                                                                                                                                          |
| Inspection outside of normal business hours (minimum charge-two hours) \$42.00/hour     |                                                                                                                                          |
| Re-inspection fees assessed per provisions of Section 108.8 and extensions \$42.00/hour |                                                                                                                                          |
| Inspection when no fee is specifically indicated(minimum charge-one hour) \$42.00/hour  |                                                                                                                                          |

**Table 1-C****Plumbing and Mechanical Permit Fee**

| <b>Total Valuation</b> | <b>Fee</b> |
|------------------------|------------|
| Up to \$2000.00        | \$43.64    |

|                             |                                                                                                                                 |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| \$2000.01 to \$50,000.00    | \$33.60 for the first 2000.00 plus \$16.8014 for each additional \$1000.00 or fraction thereof, to and including \$50,000.00    |
| \$50,000.01 to \$500,000.00 | \$840.07 for the first \$50,000 plus \$13.2011 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00 |
| \$500,000.01 and up         | \$6780.57 for the first \$500,000 plus \$10.80 for each additional \$1000.00 or fraction thereof.                               |

**Table 1-D**

| <b>Wildfire Site Assessment and Inspections Fees</b> |                                 |                             |                  |
|------------------------------------------------------|---------------------------------|-----------------------------|------------------|
| <b>Type</b>                                          | <b>Site Assessment Required</b> | <b>Wildfire Inspections</b> | <b>Total Fee</b> |
| New Residence                                        | \$50.00 \$100.00                | \$150.00                    |                  |
| New Utility Bldg.                                    | \$50.00 \$ 35.00                | \$ 85.00                    |                  |
| New Commercial                                       | \$50.00 \$100.00                | \$150.00                    |                  |
| Residence Add.                                       | \$50.00 \$100.00                | \$150.00                    |                  |
| Utility Bldg. Add.                                   | \$50.00 \$ 35.00                | \$ 85.00                    |                  |
| Commercial Add.                                      | \$50.00 \$100.00                | \$150.00                    |                  |

**Table 1-E**

| <b>Document Imaging Fees</b>                |                                         |
|---------------------------------------------|-----------------------------------------|
| Residential Plans                           | No Fees required, plans are not imaged  |
| Commercial plans submitted on digital disc. | No Fees required                        |
| Commercial plans 10 pages and under         | \$18                                    |
| Commercial plans 11 pages to 30 pages       | \$36                                    |
| Commercial plans 30 to 50 pages             | \$100                                   |
| Commercial plans greater than 50 pages      | \$100 plus \$2 for each additional page |



**Permit Fee Schedule**

| <b><u>TOTAL VALUATION</u></b> | <b><u>FEES</u></b>                                                                                                               |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| \$1 to \$500                  | \$23.50                                                                                                                          |
| \$501 to \$2,000              | \$23.50 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000                  |
| \$2,001 to \$25,000           | \$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000            |
| \$25,001 to \$50,000          | \$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000          |
| \$50,001 to \$100,000         | \$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000          |
| \$100,001 to \$500,000        | \$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000         |
| \$500,001 to \$1,000,000      | \$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000     |
| \$1,000,001 to \$5,000,000    | \$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof, to and including \$5,000,000   |
| \$5,000,001 to \$15,000,000   | \$17,980.92 for the first \$5,000,000 plus \$1.54 for each additional \$1,000 or fraction thereof, to and including \$15,000,000 |
| \$15,000,001 and above        | \$33,562.30 for the first \$15,000,000 plus \$1.02 for each additional \$1,000 or fraction thereof                               |

**Other Inspections and Fees:**

|     |                                                                                                                        |                          |
|-----|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| (A) | Inspections outside of normal business hours (minimum charges - two hours)                                             | <b>\$47.00</b> per hour* |
| (B) | Re-inspection fees when assessed by the building official under the provisions of Section 108.8                        | <b>\$47.00</b> per hour* |
| (C) | Inspections for which no fee is specifically indicated (minimum charge - one-half hour)                                | <b>\$47.00</b> per hour* |
| (D) | Additional plan review required by changes, additions, or revisions to approved plans (minimum charge - one-half hour) | <b>\$47.00</b> per hour* |
| (E) | Permits for Residential Furnaces and Air Conditioners                                                                  | <b>\$65.00**</b>         |
| (F) | Solar, thermal and photovoltaic systems requiring no structural changes to the building                                | <b>\$65.00</b>           |
| (G) | Building demolition permit (for each demolition permit issued)                                                         | <b>\$50.00</b>           |

**\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.**

**\*\* Per piece of equipment.**

## Miami County

### ARTICLE 3. FEES

**GENERAL.** Fees shall be assessed in accordance with the provisions of this section or shall be as set forth in the fee schedule adopted by the County of Miami County, Kansas.

**SEVERABILITY.** It is hereby declared the intention of the Board of County Commissioners that the Articles, Sections, paragraphs, sentences, clauses and phrases contained within these Regulations are to be severable, and should any Article, Section or provision of these regulations be declared unconstitutional or otherwise ruled to be invalid by any court of competent jurisdiction in a valid judgment or decree, then such decision or ruling shall not affect the validity of the Regulations as a whole or any part of them other than the specific part declared to be unconstitutional or ruled to be invalid.

**PERMIT FEES.** The fee for each permit shall be as set forth in this Section. Where a code has been adopted by the County of Miami County, Kansas for which no fee schedule is shown in this code, the fee required shall be in accordance with the schedule established by the Board of County Commissioners of the County of Miami County, Kansas.

The determination of value or valuation under any of the provisions of these codes shall be made by the code official. Value or valuation, as applied to a building and/or its building service equipment for the purpose of establishing permit fees, shall be the estimated cost to replace the building and its building service equipment in kind, based on current replacement costs as established by the Building Valuation Data Unit Cost Table provided in Exhibit 1 of this Article or any other method deemed acceptable by the code official. The Building Valuation Data Unit Cost Table shall be revised annually to reflect the rate of inflation established by the U.S. Department of Labor, Bureau of Labor Statistics in the annual December to December Consumer Price Index (CPI).

The basis to be used in computing the building permit and building plan review fees shall be as set forth in Tables 1-A and the fee schedule for work or services specified in Table 1-B.

All fees shall be rounded off to the next whole dollar amount. Fees may be waived at the discretion of the code official during times of declared emergency.

**Plan Review Fees.** When submittal documents are required by the Miami County Building Code, a plan review fee shall be paid at the time of submitting the submittal documents for plans review. Said plan review fee shall be the amount established by Table 1-B of this document. The code official may waive the plan review fee if it is determined that the work being performed is minor in nature and can be approved during field inspection of the work being performed.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in the Miami County Building Code, additional plan review and permit fees may be charged.

**Work commencing before permit issuance.** Whenever work for which a permit is required by the Miami County Building Code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work.

**Investigation fee.** An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the

same as the minimum fee set forth in Tables 1-A and the fee schedule for work or services specified in Table 1-B. The payment of such investigation fee shall not exempt an applicant from compliance with all other provisions of any building code or regulation that has been adopted by Miami County nor from the penalty prescribed by law.

**EXCEPTIONS;**

In cases of emergency, the person or other entity doing the work or causing work to be done may proceed with the work and file application for a permit within 72 hours after commencement of emergency work. Emergency shall be considered to exist only in those situations wherein life, health and safety would be adversely affected if work were not commenced immediately, and the burden shall be upon the person claiming such emergency to exist to prove the existence of such emergency by clear and convincing evidence.

In cases where the work is being done at a one-family dwelling by the person who owns and occupies such dwelling and application for permit is made within 3 working days (72 hours) following notification that such work requires a permit the investigation fee may be waived by the code official.

**Compliance of work performed prior to issuance of permit.** The person responsible for the work that was completed prior to a building permit being issued shall be responsible to provide access for inspection of all work requiring inspection by the Miami County Building Code or shall be responsible at their expense to retain the services of a licensed professional to verify that the work that was performed prior to the issuance of a permit is in full compliance with the provisions of all applicable codes and ordinances of Miami County in a manner acceptable to the code official.

**Re-inspection fees.** A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete, when corrections called for are not made, when approved plans are not provided for inspections or when access is not provided when inspections have been requested.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the Miami County Building Code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

Re-inspection fees may be assessed for the following conditions;

- (1) When work for which an inspection was requested by the permittee or an agent of the permittee is not ready for inspection;
- (2) when corrections called for are not made;
- (3) failure to provide access on the date for which inspection is requested;
- (4) failure to provide the approved plans for the job when required for inspection purposes;
- (5) for deviating from approved plans requiring the approval of the code official;
- (6) for failure to post the address or identify the premises resulting in an inspector being unable to find the location of the requested inspection.

To obtain a re-inspection when a re-inspection fee has been assessed, the applicant shall pay the re-inspection fee in accordance with the fee schedule adopted by this jurisdiction. In

instances where re- inspection fees have been assessed, additional inspection of the work will not be performed until the required fees have been paid. Work requiring approval shall not be concealed until approval has been obtained.

**Refunds.** The code official may authorize refunding of a fee that was erroneously paid or collected.

The code official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The code official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended.

The code official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

**Related fees.** The payment of the fee for the construction, alteration, removal or demolition of work done in connection with or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

**Unpaid fees.** Unpaid fees that have been assessed and remain unpaid at the completion of a project, shall be reported to the County Clerk and the County Clerk shall, at the time of certifying other County taxes, certify the unpaid fees and extend the same on the County's tax role.

## MIAMI COUNTY, KANSAS PERMIT FEE SCHEDULE

### Includes all buildings and building service equipment

| Total Valuation                | Fee                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| \$ 1.00 to 500.00              | \$23.50                                                                                                                               |
| \$501.00 to \$ 2,000.00        | \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00              |
| \$2,001.00 to \$25,000.00      | \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00        |
| \$25,001.00 to \$50,000.00     | \$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00      |
| \$50,001.00 to \$100,000.00    | \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00      |
| \$100,001.00 to \$500,000.00   | \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00     |
| \$500,001.00 to \$1,000,000.00 | \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 and up          | \$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof                                |

#### EXCEPTIONS to TABLE 1-A:

- a) The fee for agricultural buildings as defined by the Miami County Building Code shall be \$0.04 per square foot of building area. Electrical, plumbing or mechanical permit fees associated with agricultural buildings shall be based upon the valuation of the work being performed or other provisions of this code.

*Exception a) to Table 1-A was amended by Resolution R02-03-021, March 4, 2002*

- b) The fee for manufactured homes shall be based upon one-half the valuation required of a new site constructed building.

*Exceptions to Table 1-A were amended by Resolution R02-03-021, March 4, 2002*

### TABLE 1-B SCHEDULE FOR OTHER SERVICES

#### 1) Partial and supplemental permit fees

##### a) Partial permits ..... \$50.00 minimum

When a permit for the construction of part of a building, structure, or building service equipment is requested by the applicant, fees shall be determined in accordance with Section 101.2 of this code based on the valuation of work to be performed as separate permit fees and not as supplemental permits.

##### b) Supplemental permits..... \$35.00 minimum

The fee for a supplementary permit to cover any additional value of work not included in the original permit shall be based upon the valuation of the work that was not included in the original permit.

##### c) Operational Permits. .... \$100.00

For an Operational Permit to allow an applicant to conduct a business or operation for which a permit is required by Section 105.6 of the International Fire Code.

**Exception:** There shall be no fee required for an open burning operational permit.

**d) Permit Extensions.**

The fee for a permit extension as allowed by Section 105.5.1 of the International Building Code shall be subject to the fee specified by Table 1-A based upon the valuation of work remaining to be completed as determined by the code official based upon an evaluation inspection.

**2) Plan review fees.** Plan review fees required by Section 101.3 of this code shall be as follows;

**a) Single Family Dwellings ..... \$50.00**

The plan review for single family dwellings may be waived by the code official if the plans and specifications for a single family dwelling have been sealed by an Architect or Engineer that is Registered by the State of Kansas.

**b) Commercial and Industrial ... 25 percent of the permit fee required by Table 107-A**

**c) Additional plan review ..... \$50.00 per hour** When additional plan review is required due to changes, revisions or additions to approved plans. The required fee shall be calculated on a per hour basis with a minimum one-half hour charge assessed.

**d) For use of outside consultants ..... Actual cost\*\***

**e) Re-submittal plan review fees. .... \$50.00 per hour** When previously identified deficiencies remain uncorrected on subsequent submittals, a re-submittal plan review fee shall be paid. The required fee shall be calculated on a per hour basis with a minimum one-half hour charge assessed.

**f) Stamping of additional sets of plans..... \$25.00 per hour** One set of approved plans shall be provided to the applicant upon permit issuance. Stamping of additional sets of plans at the applicant's request shall be assessed the specified fee. The required fee shall be calculated on per hour basis with a minimum one-half hour charge assessed.

**g) Re-review and stamping of lost plans ..... \$25.00 per hour** Re-review and stamping of lost plans to replace an applicants approved field set of plans shall be assessed the required fee. The required fee shall be calculated on a per hour basis with a minimum one-half hour charge assessed.

**3) Re-inspection fees. .... \$50.00 per hour**

Re-inspection fees assessed under provisions of Section 101.5 of this code. There shall be a minimum one-hour charge assessed.

**4) Inspections outside of normal business hours..... \$50.00 per hour**

There shall be a minimum charge of two (2) hours.

**5) Other Inspections and Administration..... \$50.00 per hour**

Inspections for which no fee is specifically indicated. There shall be a minimum charge of two (2) hours. The actual cost to the County shall be assessed for the use of outside consultants for inspections or testing.

**a) Administrative costs ..... \$25.00 per hour**

Costs associated with the administration of files associated with the abatement of nuisance or dangerous building violations.

**6) Temporary Certificate of Occupancy**

- a) For the first temporary certificate of occupancy ..... No Charge
- b) Each additional temporary certificate of occupancy..... **\$50.00** For each additional temporary certificate of occupancy required to extend the time period required to complete construction

**7) Certificate of Occupancy..... \$150.00**

Where a Certificate of Occupancy is required for a change of occupancy or for reasons other than in connection with work that is authorized by a building permit.

**8) Code Modification Requests..... \$50.00\* per hour** Code modification requests submitted pursuant to Section 104.10 of the International Building Code. The required fee is based upon the time required to research the request and determine if the request is acceptable. The required fee shall be calculated on a per hour basis with a minimum one-half hour charge being assessed.

**9) Sign Permits**

To and including the 25 square feet of sign area or fraction thereof ..... **\$50.00**  
Each additional 25 square feet of sign area or fraction thereof..... **\$20.00**

**10)Temporary Permits**

Permits for Temporary Construction Offices ..... **\$250.00**  
Temporary Hardship Manufactured Home..... **\$150.00**

**11)Moved Buildings and Demolition**

a) Pre-move Evaluation ..... **\$150.00**  
Fees for foundation construction repair, alteration, improvement or addition to a moved building after the placement on a new site shall be charged based upon the valuation of the work and in accordance with the fee required by Table 1-A.

b) Demolition

Single Family Dwellings..... **\$50.00**  
Agricultural and Detached Accessory Structures..... **\$0.00**

All other uses — Based upon 10% of valuation for new construction of building with same occupancy group and type of construction.  
 Item 11 of Table 1-B of the Miami County Permit Fee Schedule was amended by Resolution R02- 03-021, March 4, 2002

## 12) Fees For Reproduction of Plans and Documents

|                                                                                             |        |
|---------------------------------------------------------------------------------------------|--------|
| Fee charged per page reproduced. Fee includes material, equipment and administrative costs. | all    |
| 8.5 X 11-----                                                                               | \$0.50 |
| 8.5 X 14-----                                                                               | \$0.75 |
| 11 X 17-----                                                                                | \$1.00 |
| 24 Wide-----                                                                                | \$3.00 |
| 36 Wide-----                                                                                | \$5.00 |

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Actual costs include administrative costs.

## 13) Unit Fees for Installation of Building Service Equipment not associated with a permit for new construction in Single Family Dwellings, single family accessory buildings and agricultural buildings.

Item 13 of the Miami County Permit Fee Schedule was added by Resolution R02-03-021, March 4, 2002

### a) Electrical Services

Up to two hundred ampere ..... \$50.00  
 Up to four hundred ampere..... \$75.00  
 Exceeding four hundred ampere.....Based upon Installation Cost The unit fee specified may be used to establish permit fees for new electrical equipment in residential accessory and agricultural buildings.

### b) New HVAC and water heater installations

Furnace..... \$50.00 Water  
 heater ..... \$50.00 Central Air  
 conditioning unit ..... \$50.00 Replacement of  
 existing Furnaces, Water Heaters or  
 Central Air Conditioning Units serving a Single Family Dwelling ..... \$25.00

Combination of any two or more appliances .....\$50 for the First Appliance plus \$25 for each additional appliance.

The unit fee specified may be used to establish permit fees for new fixtures in residential accessory and agricultural buildings.

c) New Plumbing fixture installations.

Any single fixture ..... \$50.00  
 Each additional fixture..... \$15.00  
 Underground water piping with hydrant ..... \$35.00 The unit fee specified may be used to establish permit fees for new fixtures in residential accessory and agricultural buildings.

d) Single Family Swimming Pools.

In-ground ..... \$200.00  
 Above-ground ..... \$100.00

e) Decks and porches.

Decks or porchs ..... \$25.00  
 Roof Structure Covering Porch or Deck..... \$25.00

f) Re-roofing of Residential Use Buildings ..... \$25.00

**EXHIBIT 1 - BUILDING VALUATION DATA UNIT COSTS (2007)**

| Occupancy and Use             | Type of Construction |        |        |        |        |        |        |
|-------------------------------|----------------------|--------|--------|--------|--------|--------|--------|
|                               | 1 or 2 FR            | 2-A    | 2-B    | 3-A    | 3-B    | 5-A    | 5-B    |
| New Dwellings                 | n/a                  | n/a    | n/a    | n/a    | n/a    | n/a    | 84.41  |
| Unfinished Basements          | n/a                  | n/a    | n/a    | n/a    | n/a    | n/a    | 16.17  |
| Finished Basements            | n/a                  | n/a    | n/a    | n/a    | n/a    | n/a    | 21.20  |
| Garages (attached or detached | n/a                  | n/a    | n/a    | n/a    | n/a    | n/a    | 22.20  |
| Detached Accessory Buildings  | n/a                  | n/a    | n/a    | n/a    | n/a    | n/a    | 11.00  |
| Apartment Houses              | 109.20               | 109.20 | 99.20  | 88.70  | n/a    | 88.70  | 92.40  |
| Type 1 Basement Garage        | 37.40                | n/a    | n/a    | n/a    | n/a    | n/a    | n/a    |
| Auditoriums                   | 104.80               | 75.90  | 71.80  | 75.70  | 76.30  | 76.30  | 71.20  |
| Banks                         | 148.10               | 109.10 | 105.60 | 120.40 | 116.10 | 109.10 | 104.50 |
| Bowling Alleys                | n/a                  | 51.00  | 47.60  | 55.50  | 51.90  | 37.40  | n/a    |
| Churches                      | 99.20                | 74.50  | 70.80  | 81.00  | 77.40  | 75.70  | 71.20  |
| Convalescent Hospitals        | 139.20               | 96.60  | n/a    | 99.00  | n/a    | 93.30  | n/a    |
| Fire Stations                 | 114.40               | 75.30  | 71.00  | 82.40  | 78.90  | 77.30  | 73.30  |
| Homes for the Elderly         | 103.70               | 84.20  | 80.60  | 87.70  | 84.10  | 84.70  | 81.80  |
| Hospitals                     | 163.20               | n/a    | n/a    | 135.10 | n/a    | 128.90 | n/a    |
| Hotels and Motels             | 101.00               | n/a    | n/a    | 87.50  | 83.40  | 76.20  | 74.70  |
| Industrial Plants             | 56.90                | 39.60  | 36.40  | 43.60  | 41.10  | 41.10  | 37.60  |
| Jails                         | 159.10               | n/a    | n/a    | 145.50 | n/a    | 109.10 | n/a    |
| Libraries                     | 116.40               | 85.20  | 81.00  | 90.00  | 85.50  | 84.50  | 81.00  |
| Medical Offices               | 119.50               | 92.20  | 87.60  | 100.00 | 93.10  | 90.20  | 87.00  |
| Offices                       | 106.80               | 71.50  | 68.10  | 77.20  | 73.80  | 72.30  | 68.10  |
| Public Buildings              | 123.40               | 100.00 | 95.60  | 103.80 | 100.20 | 95.00  | 91.60  |
| Public Garages                | 48.90                | 36.70  | 28.00  | 37.00  | 32.90  | 33.70  | n/a    |

|                                        |        |       |       |       |       |       |       |
|----------------------------------------|--------|-------|-------|-------|-------|-------|-------|
| Restaurants                            | n/a    | n/a   | n/a   | 97.40 | 94.10 | 89.20 | 85.70 |
| Schools                                | 111.20 | 75.90 | n/a   | 81.20 | 78.10 | 76.10 | 72.60 |
| Service Stations                       | n/a    | n/a   | 67.20 | 70.10 | n/a   | 59.70 | n/a   |
| Canopies                               |        |       |       |       |       |       | 28.00 |
| Stores                                 | 82.40  | 50.40 | 49.30 | 61.30 | 57.50 | 51.60 | 47.70 |
| Theaters                               | 109.80 | n/a   | n/a   | 80.00 | 76.20 | 75.30 | 71.20 |
| Warehouses                             | 49.40  | 29.30 | 27.50 | 33.20 | 31.60 | 29.30 | 27.50 |
|                                        |        |       |       |       |       |       |       |
| Sprinkler Systems all occupancies 2.60 |        |       |       |       |       |       |       |

## Wyandotte County/Unified Government

| Project Valuation    | Fee Calculation                                    | Rounds to   |
|----------------------|----------------------------------------------------|-------------|
| \$0-\$30,000         | \$30 base fee + .75 per each \$100 value of work   | Nearest .75 |
| \$30,001-\$1,000,000 | \$255 base fee + .50 per each \$100 value of work  | Nearest .50 |
| >\$1,000,001         | \$5105 base fee + .40 per each \$100 value of work | Nearest .40 |

### Calculation Example for Building Permit fee:

\$10,000 project valuation

$\$10,000 / \$100 \text{ value of work} = 100$

$.75 \times 100 = \$75 + \$30 \text{ base fee} = \$105.00$  Totals the cost of the Building Permit

### Commercial - DRC Fee Schedule

#### Licensing:

There are two fees associated with DRC; plan review and building permit. The plan review fee is based off your total project valuation including all trade work. The building permit fee is calculated off the building cost (minus the trade work). A plan review fee of \$228 from the Board of Public Utilities is included in the plan review fee.

| Project Valuation         | Fee Calculation                                    | Rounds to   |
|---------------------------|----------------------------------------------------|-------------|
| \$0-\$30,000              | \$30 base fee + .75 per each \$100 value of work   | Nearest .75 |
| \$30,001-\$1,000,000      | \$255 base fee + .50 per each \$100 value of work  | Nearest .50 |
| >\$1,000,001              | \$5105 base fee + .40 per each \$100 value of work | Nearest .40 |
| Board of Public Utilities | \$228                                              |             |

### Calculation Example for Plan Review and Building Permit fee:

\$10,000 project valuation

$\$10,000 / \$100 \text{ value of work} = 100$

$.75 \times 100 = \$75 + \$30 \text{ base fee} = \$105.00$  Totals the cost of the Building Permit

**Plan review fee is half the building permit cost, plus \$228 BPU fee.**

$\$105/2 = \$52.50 + \$228 \text{ BPU fee} = \$280.50$  Total the cost of the Plan review fee



## Neighborhood Resource Center

Unified Government of Wyandotte County / Kansas City, Kansas

Building Inspections

4601 State Avenue, Suite 88  
Indian Springs Marketplace  
Kansas City, Kansas 66101

Phone (913) 573-8620

FAX (913) 573-8622

### BUILDING PERMIT FEES AND INSPECTION FEES

#### BUILDING PERMITS, MECHANICAL ELECTRICAL AND PLUMBING PERMITS:

- SUBTRACT  
\$30,000  
FROM PROJECT  
VALUE -*
- ❖ \$0 - \$30,000 base fee of \$30.00 + \$.75 per each \$100 value of work
  - ❖ \$30,000 to \$1,000,000 base fee of \$255 + \$.50 per each \$100 value of work
  - ❖ \$1,000,000 base fee of \$5,105 + \$.40 per each \$100 value of work
- ↳ subtract 1,000,000 from project cost; .40/100 calculated from that*
- The fees rounds up to nearest even amount.

*.50/\$100  
calculated  
on that  
total;*

The Building Inspection office will determine the cost of a project. This will be determined by national cost factors (per sq. ft. costs) issued by the International Code Council multiplied by the area of the building or alteration. This is available on our website ([www.wycokck.org](http://www.wycokck.org)) click on Resource Center.

#### SINGLE FAMILY CONSTRUCTION:

- The sum  
of .50/\$100  
added to  
\$255.00 base  
fee for  
total permit  
fee.*
- ❖ \$400.00 for single-family structure less than 3000 sq. ft. living space
  - ❖ \$450.00 for single-family structure 3000 sq. ft. or greater living space
  - ❖ \$1000.00 for duplex structure
- Note: Driveway Permits on New Residential \$55.00 per approach.

#### RE-INSPECTION FEES:

- ❖ \$100.00 for the first charge
- ❖ \$150.00 for second charge
- ❖ \$225.00 for third charge
- ❖ \$337.50 for fourth charge

Note: with each subsequent request for re-inspection this fee will increase.

| <b>Residential Fees</b>  | <b>Permit for \$25000 valuation or 250 sq ft</b> | <b>Permit for \$250,000 valuation or 2,500 sq ft</b> | <b>Permit for \$500,000 valuation or 5000 sq feet</b> | <b>Permit for Deck</b> | <b>Permit for Garage</b> |
|--------------------------|--------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|------------------------|--------------------------|
| Douglas County, Kansas   | \$ 391.25                                        | \$ 1,833.75                                          | \$ 3,233.75                                           |                        |                          |
| Boone County, Missouri   |                                                  |                                                      |                                                       |                        |                          |
| Boulder County, Colorado | \$ 413.27                                        | \$ 2,844.94                                          | \$5014.24 for \$500K value;\$2113.75 for 5000 sq ft   |                        |                          |
| Butler County, Kansas    | \$391.25 for \$25K value; \$216.25 for 250 sq ft | \$1833.75 for \$250K value; \$1133.75 for 2500 sq ft | \$ 3,233.75                                           |                        |                          |
| Franklin County, Kansas  | \$ 100.00                                        | \$ 450.00                                            | \$ 700.00                                             | \$ 75                  | \$ 75                    |
| Johnson County, Kansas   | \$ 352.00                                        | \$ 1,645.00                                          | \$ 2,855.00                                           |                        |                          |
| Larimer County, Colorado | \$ 363.13                                        | \$ 1,693.67                                          | \$ 2,980.98                                           |                        |                          |
| Lawrence, Kansas         | \$ 391.25                                        | \$ 1,833.75                                          | \$ 3,233.75                                           |                        |                          |
| Miami County, Kansas     | \$ 391.75                                        | \$ 1,833.75                                          | \$ 3,233.75                                           |                        |                          |
| Wyandotte County, Kansas | \$ 217.50                                        | \$ 1,355.00                                          | \$ 2,605.00                                           |                        |                          |

| <b>Commercial Fees</b>      | <b>Permit for<br/>\$250,000<br/>valuation or 2,500<br/>sq ft</b> | <b>Permit for \$500,000<br/>valuation or 5,000 sq<br/>ft</b> | <b>Permit for<br/>\$1,000,000 valuation<br/>or 10,000 sq ft</b> |
|-----------------------------|------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|
| Douglas County,<br>Kansas   | \$ 1,833.75                                                      | \$ 3,233.75                                                  | \$ 5,608.75                                                     |
| Boone County,<br>Missouri   |                                                                  |                                                              |                                                                 |
| Boulder County,<br>Colorado | \$ 2,844.94                                                      | \$ 5,014.94                                                  | \$ 8,750.36                                                     |
| Butler County,<br>Kansas    | \$ 1,833.75                                                      | \$ 3,233.75                                                  | \$ 5,608.75                                                     |
| Franklin County,<br>Kansas  | \$ 500.00                                                        | \$1,200 for 5000-<br>10,000 sq. ft                           | \$1,500 for 10,000-<br>20,000 sq ft                             |
| Johnson County,<br>Kansas   | \$ 1,645.00                                                      | \$ 2,855.00                                                  | \$ 4,980.00                                                     |
| Larimer County,<br>Colorado | \$ 1,693.67                                                      | \$ 2,980.98                                                  | \$ 5,097.52                                                     |
| Lawrence, Kansas            | \$ 1,833.75                                                      | \$ 3,233.75                                                  | \$ 5,608.75                                                     |
| Miami County,<br>Kansas     | \$ 1,833.75                                                      | \$ 3,233.75                                                  | \$ 5,608.75                                                     |
| Wyandotte County,<br>Kansas | \$ 1,355.00                                                      | \$ 2,605.00                                                  | \$ 5,105.00                                                     |

| Additional Fees          | Inspection Hourly Rate | Re-inspection                                                       | Commencing Work without Permit | Additional Plan Review      |
|--------------------------|------------------------|---------------------------------------------------------------------|--------------------------------|-----------------------------|
| Douglas County, Kansas   | \$47/hour              | \$47/hour                                                           | Double the permit fees         | \$47/hour (\$23.50 minimum) |
| Boone County, Missouri   |                        |                                                                     |                                |                             |
| Boulder County, Colorado |                        | \$72                                                                |                                |                             |
| Butler County, Kansas    |                        |                                                                     |                                |                             |
| Franklin County, Kansas  |                        | \$30                                                                | \$150                          |                             |
| Johnson County, Kansas   |                        | \$50/hour                                                           |                                | \$50/hour                   |
| Larimer County, Colorado | \$42/hour              | \$42                                                                |                                | \$42/hour                   |
| Lawrence, Kansas         | \$47/hour              | \$47/hour                                                           |                                | \$47/hour (\$23.50 minimum) |
| Miami County, Kansas     |                        | \$50/hour                                                           |                                | \$50/hour                   |
| Wyandotte County, Kansas |                        | \$100 for 1st<br>\$150 for 2nd<br>\$225 for 3rd<br>\$337.50 for 4th |                                |                             |