

Memorandum



CITY OF DALLAS

DATE March 22, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **Update to the March 15, 2024, Friday Memo – Development Services Fee Study Discussion**

This Memo serves as a follow up to the Friday Memo published on March 15, 2024. In that Memo, the Development Services Department (DSD) shared a “Fee Study Detail Table” outlining the current fees, proposed fees, and the percentage changes. The data within the Table is accurate and correct. However, it did not represent the format in which our stakeholders preferred. Please see revised format of Table which includes a “percentage increase/decrease” column aligned with our stakeholders understanding of the fee and the process.

In addition, the following inquiries were submitted to DSD on March 22, 2024 (today), and responses are documented below.

Question: The permit table for new construction and remodel permits are presented as a flat rate, however those permit fees are a range because they use a multiplier based on the valuation. How is the percentage calculated on these?

Answer: New construction and remodel permit fees are not calculated on a flat rate basis. Historically, DSD has and will continue to calculate fees based on a combination of tiered multipliers, project valuation, and square footage.

Question: The three-year budget forecast on p. 3 indicates the department expects to need \$2.5M/year to maintain its buildings. Why is this line item expenditure listed explicitly given all categories of DSD expenditures? Why is this needed on a newly finished out building?

Answer: DSD listed these line items to continue open and transparent discussions with our stakeholders and properly plan for ongoing maintenance, upkeep, and repairs to our facilities.

Question: The same table projects staff accreditation expenses at \$500k/year. Prior administrations did not require staff to participate in mandatory professional development. This is an expense that should be considered available if funds allowed, not required. Why is this line item listed explicitly given all categories of DSD expenditures?

Answer: DSD listed these line items to continue open and transparent discussions with our stakeholders and are committed to investing in professional development of our team members, improve retention, and optimize operational efficiencies.

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Question: On page 10, line item #22, there is a high-profile project surcharge with a question mark. How are projects designated as high profile? There is already a 10% PD surcharge based on the valuation base permit fee. Does the question mark indicate that this fee may not be included in the ordinance revision?

Answer: DSD was exploring a “Project Manager Fee” but did not pursue this new proposed fee, and therefore was not included in the ordinance update.

Question: The new revision fee at \$100/hour per trade seems excessive. How was this rate determined?

Answer: The fee study determined this fee should be set at \$1,300/hour per trade. However, DSD did not support this proposed increase. In addition, the methodology of the Fee Study is a cost-of-service study comprised of the following elements: 1) hourly rates of staff providing the service, 2) the time spent providing the service, and 3) the project type.

Question: Why is there a scanning fee if all plans, with the exception of minor Q Team, are now required to be submitted electronically?

Answer: Scanning fees will only apply to hard-copy plan review submittals.

Question: For the paving and drainage fees on p. 7, line items # 76-79:

Statement: It is very rare to complete the process in fewer than two reviews. It may be preferable and more efficient to charge “up front” for the paving/drainage and w/ww and increase the fee to include 3 reviews.

Question: Why is a second review more expensive than an initial review (\$2,252 and \$1,848, respectively)? It seems that the costs should be inverted.

Answer: The fee study consultant confirmed that inadequate submittals result in increased staff review times for subsequent reviews, thus leading to additional costs with each follow up submittal.

Should you have any questions please contact Andrew Espinoza, Director/Chief Building Official of Development Services at (214) 542-1227 or andres.espinoza@dallas.gov.



Majed A. Al-Ghafry, P.E.
Assistant City Manager

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c: T.C. Broadnax, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Deputy City Manager
Jon Fortune, Deputy City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors

Updated Fee Study Detail Table

March 22, 2024

101 Fees: Studied 100% Update				
Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
1	Site Plan Review	\$ 370	\$ 313	-15%
2	Plan Review	\$ 198	\$ 577	192%
3	Fire Sprinkler Plan	\$ 150	\$ 278	85%
4	Demolition	\$ 197	\$ 205	4%
5	Excavation	\$ 113	\$ 2,825	2407%
6	Certificate of Occupancy	\$ 215	\$ 375	74%
7	Temporary Certificate of Occupancy	\$ 104	\$ 500	381%
8	Plan Check Addendum	\$ 25	\$ 100	300%
9	Development Impact	\$ 50	\$ 1,000	1900%
10	Determination Letter	\$ 100	\$ 435	335%
11	Early Release of Master Permit	\$ 300	\$ 269	-10%
12	Zoning Verification	\$ 90	\$ 282	213%
13	Moving Fee	\$ 156	\$ 150	-4%
14	Appeal to Building Inspection Board	\$ 600	\$ 714	19%
Table A-I: New Single-Family Dwelling Construction (Sq. Ft.)				
15	0 to 700 square feet	\$ 100	\$ 749	649%
16	701-2,350 square feet	\$ 573	\$ 542	-5%
17	2,351 to 10,500 square feet	\$ 927	\$ 981	6%
18	10,501 square feet or greater	\$ 2,354	\$ 1,286	-45%
Table A-II: New Multi-Family Dwelling Construction				
19	New Multi-Family (per dwelling)	\$ 225	\$ 652	190%
Table A-III: New Commercial Construction (Valuation)				
20	\$0-\$2,000.00	\$ 100	\$ 75	-25%
21	\$2,001.00-\$25,000.00	\$ 100	\$ 119	19%
22	\$25,001.00-\$60,000.00	\$ 100	\$ 288	188%
23	60,001 to 200,000	\$ 572	\$ 1,042	82%
24	200,001 to 900,000	\$ 1,267	\$ 1,665	31%
25	900,001 to 1,500,000	\$ 4,007	\$ 4,006	0%
26	1,500,001 to 2,500,000	\$ 5,725	\$ 6,493	13%
27	2,500,001 to 5,000,000	\$ 7,922	\$ 9,925	25%
28	5,000,001 to 10,000,000	\$ 11,465	\$ 26,575	132%
29	10,000,001 or greater	\$ 16,647	\$ 26,570	60%

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Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
Table B: Remodel, Renovation, Finish-Out (Valuation)				
30	\$0-\$2,000.00	\$ 100	\$ 132	32%
31	\$2,001.00-\$25,000.00	\$ 100	\$ 154	54%
32	\$25,001.00-\$60,000.00	\$ 100	\$ 367	267%
33	60,001 to 100,000	\$ 100	\$ 640	540%
34	100,001 to 300,000	\$ 966	\$ 985	2%
35	300,001 to 500,000	\$ 2,870	\$ 2,211	-23%
36	500,001 to 700,000	\$ 4,753	\$ 2,948	-38%
37	700,001 to 900,000	\$ 6,610	\$ 4,153	-37%
38	900,001 to 1,100,000	\$ 8,441	\$ 5,586	-34%
39	1,100,001 to 2,500,000	\$ 10,248	\$ 5,463	-47%
40	2,500,001 to 5,000,000	\$ 22,700	\$ 9,072	-60%
41	5,000,001 to 10,000,000	\$ 44,621	\$ 16,098	-64%
42	10,000,001 or greater	\$ 87,826	\$ 43,064	-51%
Alterations or Repairs of Single-Family and Duplex Structures				
43	Permit Fee (per dwelling)	\$ 125	\$ 181	45%
Sign Fees				
44	20 sq ft or less	\$ 45	\$ 281	525%
45	21 to 50 square feet	\$ 81	\$ 281	247%
46	51 to 100 square feet	\$ 110	\$ 281	156%
47	101 to 200 square feet	\$ 136	\$ 281	107%
48	201 to 300 square feet	\$ 188	\$ 281	50%
49	301 to 400 square feet	\$ 216	\$ 281	30%
50	401 to 500 square feet	\$ 242	\$ 281	16%
51	501 to 700 square feet	\$ 268	\$ 281	5%
52	701 to 900 square feet	\$ 322	\$ 281	-13%
53	901 square feet or greater	\$ 374	\$ 281	-25%
54	Sign Plan Review	\$ 75	\$ 281	275%
Sign Fees - Non-Premise				
55	20 sq ft or less	\$ 48	\$ 456	850%
56	21 to 50 square feet	\$ 84	\$ 456	443%
57	51 to 100 square feet	\$ 216	\$ 456	111%
58	101 to 200 square feet	\$ 242	\$ 456	88%
59	201 to 300 square feet	\$ 294	\$ 456	55%

Updated Fee Study Detail Table

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Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
Sign Fees - Non-Premise (Cont.)				
60	301 to 400 square feet	\$ 324	\$ 456	41%
61	401 to 500 square feet	\$ 350	\$ 456	30%
62	501 to 700 square feet	\$ 376	\$ 456	21%
63	Annual Registration Fee - Digital	\$ 2,000	\$ 2,817	41%
64	Annual Registration Fee - Static	\$ 65	\$ 116	78%
65	Location Permit	\$ 5,000	\$ 6,879	38%
66	Certificate of Appropriateness	\$ 345	\$ 397	15%
Predevelopment Meeting Fees				
67	25,000 square feet or less	\$ 250	\$ 1,316	426%
68	25,001 to 50,000 square feet	\$ 500	\$ 1,316	163%
69	Greater than 50,000 square feet	\$ 750	\$ 1,316	75%
Inspection Services				
70	Back Flow Prevention	\$ 15	\$ 81	440%
71	Customer Service	\$ 15	\$ 36	140%
Engineering				
72	Construction Inspection - Improvements \$25k or less	\$ 500	\$ 1,589	218%
73	Construction Inspection - Improvements \$25-100k	\$ 1,000	\$ 2,229	123%
74	Construction Inspection - Improvements over \$100k	\$ 3,000	\$ 2,341	-22%
75	Escarpment review	\$ 1,000	\$ 2,709	171%
76	Paving and drainage review	\$ 1,500	\$ 1,848	23%
77	Paving and drainage reviews over 2 times	\$ 500	\$ 2,252	350%
78	Water/WW review - pipeline over 100 ft	\$ 1,500	\$ 1,848	23%
79	Water/WW reviews over 3 times	\$ 500	\$ 2,252	350%
80	Legal descriptions: platted	\$ 13	\$ 100	669%
81	Legal descriptions: metes & bounds (1-3 pgs)	\$ 25	\$ 100	300%
82	Legal descriptions: metes & bounds (4+ pgs)	\$ 50	\$ 100	100%
83	Notification request	\$ 50	\$ 100	100%
84	Major plat: Prelim plat containing less than 20 lots, if no lot exceeds 3 acres	\$ 1,883	\$ 3,963	111%
85	Major plat: Final plat containing less than 20 lots, if no lot exceeds 3 acres	\$ 1,657	\$ 6,238	276%
86	Major plat: Prelim plat containing less than 20 lots, if any lot exceeds 3 acres	\$ 2,830	\$ 2,871	1%
87	Major plat: Final plat containing less than 20 lots, if any lot exceeds 3 acres	\$ 3,648	\$ 5,178	42%
88	Major plat: Prelim plat containing more than 20 lots, if no lot exceeds 3 acres	\$ 3,117	\$ 3,342	7%
89	Major plat: Final plat containing more than 20 lots, if no lot exceeds 3 acres	\$ 4,180	\$ 4,180	0%

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Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
Engineering (Cont.)				
90	Major plat: Prelim plat containing more than 20 lots, if any lot exceeds 3 acres	\$ 5,134	\$ 4,736	-8%
91	Major plat: Final plat containing more than 20 lots, if any lot exceeds 3 acres	\$ 5,623	\$ 5,623	0%
92	Minor plat - lot does not exceed 3 acres for single family, duplex, townhouse dist	\$ 2,596	\$ 2,895	12%
93	Minor plat - lot is over 3 acres for single family, duplex, townhouse dist	\$ 3,364	\$ 3,364	0%
94	Minor Plat - Final Fee	\$ 308	\$ 840	173%
95	Minor amending plat, cert of correction, vacation of plat, removal or relocation of b	\$ 323	\$ 850	163%
96	Early Release	\$ 300	\$ 269	-10%
97	Name change if street is less than .25 miles	\$ 1,500	\$ 1,950	30%
98	Name change if street is .25 - .5 miles	\$ 2,100	\$ 2,282	9%
99	Ceremonial name change if street is less than .25 miles	\$ 750	\$ 1,950	160%
100	Ceremonial name change if street is .25 - .5 miles	\$ 1,050	\$ 1,950	86%
101	Ceremonial name change if street is .5 - 1 miles	\$ 1,350	\$ 1,950	44%

33 Fees: Not Studied

Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
1	Consultation with Staff	TBD by 2024-25 Proposed Fee Study		
2	Staff Research	TBD by 2024-25 Proposed Fee Study		
Table B-1: Infrastructure Inspection - Not Included				
3	12,500 or less	TBD by 2024-25 Proposed Fee Study		
4	12,501 to 25,000	TBD by 2024-25 Proposed Fee Study		
5	25,001 to 100,000	TBD by 2024-25 Proposed Fee Study		
6	100,001 to 500,000	TBD by 2024-25 Proposed Fee Study		
7	500,001 to 1,000,000	TBD by 2024-25 Proposed Fee Study		
8	1,000,001 or greater	TBD by 2024-25 Proposed Fee Study		
Alternative Plan Review - Q-Team Review (Initial Review)				
9	10,000 or less	TBD by 2024-25 Proposed Fee Study		
10	10,001 to 50,000	TBD by 2024-25 Proposed Fee Study		
11	50,001 to 100,000	TBD by 2024-25 Proposed Fee Study		
12	Greater than 100,000 square feet	TBD by 2024-25 Proposed Fee Study		
13	Plan Review Fee Rate	TBD by 2024-25 Proposed Fee Study		

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Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
Alternative Plan Review - Expedited Plan Review				
14	Partial team	TBD by 2024-25 Proposed Fee Study		
15	Per Specialty	TBD by 2024-25 Proposed Fee Study		
Alternative Plan Review - Overtime Plan Review				
16	Per Specialty	TBD by 2024-25 Proposed Fee Study		
Unauthorized Concealment Fee				
17	Unauthorized Concealment Fee	TBD by 2024-25 Proposed Fee Study		
18	Tree Survey Inspection (Hourly Rate)	TBD by 2024-25 Proposed Fee Study		
19	Infrastructure Inspection	TBD by 2024-25 Proposed Fee Study		
20	Subdivision Admin	TBD by 2024-25 Proposed Fee Study		
21	Zoning Admin	TBD by 2024-25 Proposed Fee Study		
22	GIS Admin	TBD by 2024-25 Proposed Fee Study		
23	Survey Plat Review	TBD by 2024-25 Proposed Fee Study		
24	Non Fee Related	TBD by 2024-25 Proposed Fee Study		
25	Street name change	TBD by 2024-25 Proposed Fee Study		
26	Non fee related	TBD by 2024-25 Proposed Fee Study		
27	All other sign appeals	TBD by 2024-25 Proposed Fee Study		
28	All other non-sign appeals	TBD by 2024-25 Proposed Fee Study		
29	Master Electrician/Electrical License	TBD by 2024-25 Proposed Fee Study		
30	Journeyman Electrician	TBD by 2024-25 Proposed Fee Study		
31	Journeyman Sign Electrician	TBD by 2024-25 Proposed Fee Study		
32	Residential Specialist Electrician	TBD by 2024-25 Proposed Fee Study		
33	Current Planning fee related	TBD by 2024-25 Proposed Fee Study		

40 Fees: New

Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
1	Parking agreement Terminations		\$100 per Hour (1 HR Min)	
2	Parking Agreement Amendments		\$100 per Hour (1 HR Min)	
3	Access Easement Agreements		\$100 per Hour (1 HR Min)	
4	Legal Build Site Determinations		\$100 per Hour (1 HR Min)	
5	Licensing Verification Request from DPD		\$50 per Hour (1 HR Min)	
6	Consultations longer than 20 minutes		\$100 per Hour (1 HR Min)	
7	Research for other Departments		\$50 per Hour (1 HR Min)	
8	Special Events Review		\$ 100	

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Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
9	Conditional Approval Fee for Partial Permits (Processing Fee)		\$ 250	
10	RSVP Fees (Rapid Single Family VIP Program)		\$ 200	
11	Permit Extentsion (after Permit issue)		\$ 200	
12	Inspection Scheduling Fee (Free Online)		\$ 5	
13	Permit Hard Copy Processing Fee (Free Online)		\$ 2	
14	Temporary Residential Certificate of Occupancy		\$ 250	
15	Temporary Residential Certificate of Occupancy Extension		\$ 125	
16	Residential Certificate of Occupancy Move in without Certificate of Occupancy		\$ 500	
17	Technology Fee for all permits		\$ 15	
18	Notary Fee		\$ 5	
19	Code Modification Requests (Alternate Means Appeal)		\$ 300	
20	Commercial Certificate of Occupancy Move in without Certificate of Occupancy		\$ 500	
	Other Misc. Categories			
21	Noise Ordinance Waiver		\$ 208	
22	Project Manage Fee ? - DISD / High profile projects		\$ 200	
23	Landscaping / Arborist Inspections		\$ 150	
24	Tree Removal Permit Fee		\$ 100	
25	Automatic re-inspection fees for failed inspections		\$ 75	
26	Resubmittals (After Permit has been issued all trades, excluding fire alarms/sprinklers)		\$100 per Hour; per Trade	
27	Revisions (To correct review denial comments) 1st revision is included in permit fee all others and trades (excluding fire alarm/sprinklers)		\$100 per Hour; per Trade	
28	Any additional miscellaneous plan review		\$100 per Hour; per Trade	
29	Certificate of Occupancy for Dance Halls		\$ 1,000	
30	Certificate of Occupancy for Sexually Oriented Business		\$ 1,000	
31	Residential One-and-Two Family Dwellings- Scanning Fee		\$ 15	
32	All Minor Commercial Plan Review (Less than 10,000 square feet)- Scanning Fee		\$ 25	
33	Complex Commercial Plan Review (Over 10,000 square feet) - Scanning Fee		\$ 50	
34	Complex Commercial School Plan Review (Over 10,000 square feet) - Scanning Fee		\$ 100	
35	All Stand Alone Trade Plan Reviews -Scanning Fee		\$ 25	
36	All Site Plan Reviews - Scanning Fee		\$ 25	
37	Inspection Flat Rate for all Cofo and Building Permits including Fire Inspections (Remodel, Finish Outs, Expansions, New Construction)		\$125 per Inspection	
38	Work Without Permit Investigation Fee (In Addition to 2X Penalty)		\$100 per Hour; per Trade (1 HR Min)	
39	Tree Survey Review		\$ 100	

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Ord	Service Name	Current Fee	Proposed Fee	% Increase / Decrease
41	Conservation Easement Review		\$ 150	
42	Research Fee		\$100 per Hour; per Trade (1 HR Min)	
43	Request for Zoning Interpretation		\$ 500	
44	Floodplain Miscellaneous Review		\$ 100	
45	Review Plats and Field Notes		\$100 per Hour (1 HR Min)	
46	Traffic Impact Analysis (TIA) Initial Review		\$ 1,000	
47	Traffic Impact Analysis (TIA) All Subsequent Reviews		\$ 100	
48	Address Assignment/Reassignment for all Suites		\$ 50	
49	Address Assignment/Reassignment for all Buildings on one site		\$ 100	
50	Address Assignment/Reassignment for one-and-two family dwellings		\$ 50	
51	Total Building Assignment/Reassignment 0-5		\$ 100 per Building	
52	Total Building Assignment/Reassignment 6-10		\$ 75 per Building	
53	Total Building Assignment/Reassignment 11 or More		\$ 50 per Building	
54	Land Development Address Change		\$100 per Hour (1 HR Min)	
55	Address Request		\$100 per Hour (1 HR Min)	